

# 2021 ANNUAL REPORT



Cole Harbour Woodside United Church

*“Offering the care and comfort of Christ”*

# *Remembering...*



*Jean Frances Fraser  
Arthur David Boutilier  
Kathleen Mary Beaver  
Karen Iris Hawrysh  
Allen Victor Gosbee*

*The sympathy of the congregation is extended  
to all persons who grieve the loss of loved ones  
during the past year.*

*To each of you we express God's blessing.*



# Table of Contents

Ministry Team Report - Rev Michael Mugford & Rev Krista Elizabeth Winn.....	3
Worship Leader – Shane Doucette.....	4
Minutes of Annual Congregational Meeting March 14, 2021.....	6
Pastoral Charge Statistical Report .....	14
Unified Board Chair Report .....	15
Board of Trustees .....	16
Building and Property.....	19
Children and Youth Programming.....	20
CHWUC Choir Report .....	21
CHWUC Choir Financial Statement .....	21
“Cole Harbour Cares” - Refugee Sponsorship .....	23
Comfort Quilters Report and Financial Statement .....	24
Covid Committee.....	25
Dinner Theatre Fundraiser Report .....	27
Finance Committee Report .....	28
Food Bank .....	29
Funeral Ministry .....	29
Hope Cottage .....	31
M&P –Region 15 Committee Report .....	33
Nominating Committee Report .....	38
Projected Budget of Revenues & Expenses for 2022 .....	41
Resource Centre Financial Statement .....	42
Shawl Ministry .....	43
Social Media & Communications – Océan Communications Report.....	37
Treasurer’s Report December 2021.....	48
Statement of Fund Balances (Unaudited) .....	48
Income Statement (Unaudited) Year End December 2021.....	49
Balance Sheet Year End (unaudited).....	52
United Churches of Dartmouth.....	53
U.C.W. - Cole Harbour Unit Report .....	54
U.C.W. - Cole Harbour Unit Financial Statement .....	56
U.C.W. - Cole Harbour Unit 2022 Budget .....	57
Worship Committee .....	58
Bylaws.....	59
Appendix A - Screening Procedures for positions of Trust and Authority.....	73
Appendix B – Catering Policy.....	76
Appendix C – Social Media Policy.....	77
Appendix D – Wedding Policy.....	80

## Ministry Team Report

Happy 2022! It is exciting to finally be back working together as the dynamic duo that is your ministry team at CHWUC!

It is only a few weeks into the new year, and we have been planning and discerning how to assist the congregation continue its vibrant ministry even while covid restrictions cause some current restrictions.

Worship continues online with both of us rotating weeks preaching and looking into ways to include more people participating in worship through recorded contributions. We are also designing an interactive Sunday morning on February 6th to discern and vision as a congregation, ways to connect and grow in faith and service.

Plans are in the works to begin a confirmation group as well.

To just touch base on the end of December, Krista Elizabeth and Shane repurposed their Christmas services to be fully online times of worship. We also worked to mark and celebrate Shane's ministry among us with hearts full of personal messages and a goodbye drive by. Shane's eagerness to share his gifts and grow in leadership lead to great times of worship, community building and pastoral care.

Sadly, the change in things so quickly the end of December ended some plans including the children's part in Christmas Eve, the Jesus Happy Birthday party and an in person gathering of university students' home for the holidays.

As we continue into 2022, we look forward to:

- increasing participation in worship with recorded Call to Gather & Scripture reading
- continued Young Adults Zoom gatherings
- February 6: Festival of Faith
- February 27: Annual Meeting
- beginning confirmation classes

Grace & Peace,

-- Rev. Michael Mugford & Rev. Krista Elizabeth Winn

## **Report to Official Board - Cole Harbour Woodside United Church**

It is with pleasure that I bring to you, this day, a report of my time with Cole Harbour Woodside United Church. In some situations, four months can be an astoundingly long time, and it can go by in an instant. Both were the case for me from September to December 2021. In September, I felt four months would be plenty of time to learn everything I needed to know about daily church operations and regular Sunday worship preparation. (Not so, how naïve I was). In December, I was shaking my head trying to figure out where the time went. During those four months, I realize now, I barely scratched the surface of what God's amazing church has to offer. On December 31, 2021, I felt I was just getting settled in. I had already handed in my key. My time was over.

I am appreciative of the fact I had Rev Michael to lean on for the first two weeks. By the end of that time, I had met many people who would come to be my most respected supporters, the Bible Study group, the Worship Committee, the Pastoral Care Committee, the Official Board, and many others who helped in the church. All those people provided substance to my work in bringing a message to the congregation on Sunday morning. The people of CHWUC are "why" I bring my message to the Sunday morning congregation. God's people were there for me in my time of need, a time when I felt, maybe, a little inadequate. I felt a little out of my league, asking myself, 'am I actually qualified to be here?'. Between the good people of CHWUC and God's amazing grace, I was brought into the fold and before I knew it, I felt completely at ease. Thank you everyone for your kindness.

Preparing Sunday worship was the one task that occupied most of my time, and one of the most gratifying. The main goal of putting together a good worship service, for me at least, is having a message that resonates with people. Realizing that the reasons for coming to church is as varied as the people that attend. Reaching everyone is not entirely impossible. The experience I gained by scripture interpretation is credited with delivering a message that people enjoyed listening to. I thank the Bible Study group for that. Compassion and empathy for human struggles was a constant reminder of why I was there in the first place.

I thank Reverend Jeannie Manning-Stright and Reverend Krista Elizabeth Winn for including me in and teaching me the value of preparing the sacrament of

communion, on World Communion Sunday and on Christmas Eve, consecutively. Being part of communion from this side of the table adds a whole new dimension to the process. Preparing for the Advent and Christmas seasons with Krista Elizabeth was also a great experience. Being able to use my creativity in different ways and drawing from Krista Elizabeth's was a wonderful learning experience.

My one regret was not providing as much pastoral care as I would have wanted. Notwithstanding the fact that I was privileged to visit some people in their homes, Covid protocols did not allow me to venture too far into that ministry. However, I did take advantage of my time in the office to call on members of the congregation by phone. Those people were very happy that I made that time. Also, when people visited the office, some of those same people would stop into my office for discussions on all manner of topics. I am grateful for their visits.

As a student minister, I am burdened with the task of keeping on top of the next study requirement, the next church service, the next Candidacy requirement, and the latest Covid protocol to keep it all going. I am blessed by the support I receive at every turn. Cole Harbour Woodside has been there for me and supported me for the first four months of my ministry appointments. Your name will always be at the top of the list. I am so proud of that, and I thank you for that time.

I remember a time when I was about 6 or 7. I spent the night at my aunt's house next door. I was stretched across the bed watching her fold laundry. With a puzzled look on my face, I asked her where people came from and she said, 'from dust you came and from dust you shall return'. I looked back at her and said 'well, there's a lot of dust under your bed, somebody must be coming or going'. I can't remember being asked back.

Thanks, folks. I'll miss you all.

Shane Doucette

Supply Minister (Crossroads Pastoral Charge - Timberlea). A two-point charge.

St. James United Church - Goodwood

Trinity United Church - Lakeside

**Cole Harbour Woodside United Church Annual Congregational  
Meeting – March 14, 2021**

**Present:** Church community – see list of Zoom meeting participants at the end of this report.

The CHWUC annual general meeting was held as part of the regular worship service on March 14, 2021, via Zoom. The service started at 10:38 am and followed the order of service as printed in the bulletin, including the motions listed.

Rev. Michael Mugford welcomed the congregation this morning, and explained how the meeting was going to go, how to use Zoom. The recording of the meeting was started. Rev. Michael delivered the announcements, the presented the Acknowledgement of Place which was answered by Tamara Mugford. The Lenten candle was lit, and Rev Michael shared the candle litany. There were some problems playing the pre-recorded opening song. Cyndy Barclay – Hill joined with Rev Michael in the Call to Worship. The congregation was lead in the opening prayer.

At 10:50am the meeting turned over to Lee Ayer as the meeting chair with Penny MacDonald as the recording secretary.

**Constitution of Meeting in the Name of Jesus Christ**

Lee Ayer constituted the meeting of the congregation of Cole Harbour Woodside United Church in the name of Jesus Christ, the Head of the Church, and for all business that is appropriate to bring before it.

**Voting privileges for Adherents (Motion #1)**

That all people who are not in full membership in the congregation be permitted to vote on all matters.

**Moved by John Siteman - Seconded by Bob Wight. All in favour, Motion carried.**

**Acceptance of Agenda as Outlined (Motion #2)**

Acceptance of the agenda as outlined in the order of worship.

**Moved by Debbie Williams - Seconded by John Siteman. All in favour, Motion carried.**

The pre-recorded hymn - Where Cross the Crowded Ways of Life - VU #681 was played.

Rev. Michael Mugford read the scripture – Luke 16:19-31. As there were no children present and in the interest of time, the children's portion of the meeting was dispensed with. The hymn, Jesus' Hands Were Kind Hands - VU #570 was played

**Adoption of the Minutes (Motion #3)**

Adoption of the Minutes of the Congregational Meeting held February 9, 2020

**Moved by Randy Settle - Seconded by Margaret Crowell. All in favour, Motion carried.**

**Remembering Those We Lost**

Meeting Chairperson, Lee Ayer read the list of members who have passed in 2020. The sympathy of the congregation is extended to all persons who grieve the loss of loved ones during the past year. To each of you, we express God's blessing.

### **Celebrating our Life & Work Together in 2020**

Stu Micklethwaite: The blessing of the birth of a grandbaby last October.

Mary Lou Foster: huge thank you to Michael, Penny, and anyone else who had anything to do with Share and Care. Saying, seeing those smiling faces almost every day did so much for my mental outlook. A big appreciation to all those who work behind the scenes to make it happen.

John Siteman: Thank you to everyone putting the Worship services together via Zoom. Using the technology helped us not only survive but to thrive and hopefully we will be able to keep on expanding that even further so that we can continue both in person and online in many unique ways.

Ron Barker: Thanked Ian for setting the technology up for the church because without him Ron would not have been able to do it himself.

Rev Michael Mugford: It was easy to think about all the things we weren't able to do, but the things we were still able to do was amazing. We couldn't do pastoral care the way we did in the past, yet we did walk with folks going through difficult times. You made phone calls and gave us ideas on how we can be doing better. We want to continue to reach out to folks the best way we can. Zoom was a steep learning curve but so many have joined in Worship and other activities via Zoom. I thank you all for your tenacity, your commitment and your love for God and the way we are church together.

It was wonderful to work in partnership and ministry with Rev. Krista Elizabeth over the time last year. I don't know if I would have made it through if I had not had someone at that important juncture to bounce ideas off and come up with new thoughts and new ideas. Despite challenges the auction in the fall came off with such wonderful support from all of you. I am overwhelmed and overjoyed at the ministry that you continue to do and answer the call of God and share the care and comfort of Christ within this community and the wider community. Our volunteers have never stopped coming to the food bank and making sure the people in our community who are hungry have been able to be fed and need for those who need emergency help. The ministry of Cole Harbour Woodside has not stopped, it has continued, and Krista Elizabeth said it really well, the church is not closed; rather the church is deployed.

### **Acceptance of Annual Reports and Financial Statement (Motion #4)**

Linda Stonehouse: This summer will mark five years since Rev. Michael has been with us. United Church of Canada policy states that after five years in a pastoral charge the ministry is eligible for a three-month sabbatical leave. Rev. Michael's sabbatical leave has been approved from October 1 to December 31, 2021. Some continuing education time will be added in September



to enable him to participate in some online courses. The Unified Board is currently working to find a part-time replacement for him during that time.

Rev. Krista Elizabeth is now on long term disability effective February 24, 2021. While she was on restorative care short term disability she remained on our payroll, we were re-imbursed for 85% of her salary by the insurer through the United Church of Canada. As of that date, we are no longer responsible for her salary as she will be receiving payment directly from the insurer. However, our pastoral relationship with her will continue until February 24, 2023. Should she be able to return to work at any time the position must be there for her. We do have the option of finding a person to temporarily fill the position for twenty hours for all of her responsibilities or a lay person to cover some of the hours and some of the responsibilities. The Unified Board is currently considering all options.

**Moved by John Siteman - Seconded by Randy Settle. All in favour, Motion carried.**

**Acceptance of the Pastoral Charge Mission & Service Goal (Motion #5)**

Scott Whitehead –the church unfortunately did not meet its financial goals set at last year’s annual meeting. Total contributions to Mission & Service were \$10, 030.55 whereas the goal was \$17,500. It has been a challenging year with not being able to do the usual fundraising activities. Do we want to lower the goal for this year keep it as it has been historically at the \$17,500?

**Motion: To change the Mission and Service goal in 2021 to \$12,500.00.**

**Moved by Scott Whitehead - Seconded by Ron Barker. All in favour, Motion carried.**

**Nominating Committee Report – Additional Nominations (Motion #6)**

To accept the Report of the Nominating Committee and any other additional nominations. Please see page 26 of the report to see who is listed as the Officers of the Church. Other committees looking for members can be added throughout the year.

**Moved by Mike Nickerson - Seconded by Susan Grant. All in favour, Motion carried.**

Discussion: Rev Michael Mugford thanks everyone who allows their names to continue stand and has re-offered to serve in the church and also to those who newly have offered to take positions within the church. The work of the church is done by all of us together. Take a look at the nominating report and if you see a place that you would like to exercise your ministry send a note to the Unified Board and your name will be added to next year’s nominating committee report.

Lee Ayer extends a welcome to Jane Parmiter who has taken on the role of the Unified Board chair. So, she will be chairing our monthly meetings and annual meeting this time next year.

**Dedicating Congregational Ministers**

Rev Michael Mugford: This is we have been doing the last couple of years. It helps us to recognize not only work of the ministry of the church but those who are leading in the ministry who are participating in the life and work of the congregation in leadership roles. We covenant

as individuals and as a congregation to do that work. We celebrate with joy and with gratitude that those of you who have allowed your names to stand that you are being called by God and chosen by the people of Cole Harbour Woodside United Church to exercise leadership in the church. This ministry is a blessing, an honour and a responsibility. It recognizes you and your gifts, and it calls upon you to work among us and with us and on our behalf. We thank you and we challenge you to offer your best to God and to all God's people. As you come to assume the duties of your office let us make a covenant together before God and one another.

Rev Michael Mugford continues: Jane Parmiter as a disciple of Jesus Christ, will you continue to live out your faith with praise and thanksgiving will you carry out your responsibility as chair of the Unified Board with integrity and with joy? If so, answer I will with God being my helper. (Jane Parmiter answered in the affirmative.) The same was extended to all those who are nominated to various ministries of the church and who serve the church in any capacity. (An answer in the affirmative was received.) To the congregation, as the family of CHWUC would you assist these people through daily prayer, generous support, personal example so that together we may be a faithful church of Jesus Christ. (An answer in the affirmative was received.) Rev Michael lead everyone in prayer.

### **Presentation/Discussion/Adoption of Pastoral Charge Budget (Motion #7)**

**Motion to approve the budget.**

**Moved by Mike Nickerson - Seconded by Terry Hines. All in favour, Motion Passed.**

Discussion: To start Scott Whitehead pointed out a couple of things:

- There is still a budget for the Resource Centre as it only ceased operations this year and there are still funds available. It will be removed next year.
- Fundraising is off from last year as it is unknown if big fundraisers such as the dinner theatre can be held.
- Rentals is down as well, as Connect & Learn Preschool is no longer renting space from the church since January.
- In expenses: there is not an amount for property tax as there won't be any amount paid for the current year and the portion already for this year was paid for last October.
- Rev Krista Elizabeth Winn's salary is still in the budget and will be in next year's budget as well so if she does choose to come back the funds will be in the budget. A part-time minister to cover Rev Michael's sabbatical is already in the budget.

Randy Settle: \$23,000 shortfall, if it is that large some of the funds in trust would be used. Scott confirms it is correct. The ministry expansion fund has \$52,252.92 which is basically cash that has been built up via the regular operating of the church year over year to cover the shortfall.

Mike Nickerson: The finance committee is looking at new and approved ways of fundraising to improve our financial situation due to Covid.

Bernie Swan: Stated there is no actual money in the ministry expansion fund as it is more of an accounting function. So, our financial situation is a little precarious as we are showing a deficit. It is going to be challenging especially with all the financial changes the church has had so we need to be careful. Scott replied that there is one bank account that has all the various funds. Most of the ministry expansion fund is tied into GICs so if funds were needed to cover a shortfall that is where the church would have it. There is enough funds in the regular bank account to cover general church expenses.

### **Reflective Music:**

### **Reflection:**

### **Prayers of the People & Jesus` Prayer:**

**Dreaming for the Future:** Randy Settle in the warmer weather nice to have small groups together in the parking lot and own lawn chair, own beverage and have a face-to-face chat.

Ron Barker: With the advancement in technology to move away from tape recording for shut ins and have it broadcasted via Zoom and/or YouTube instead. He also requests to have more helpers in the sound booth.

Rev Michael Mugford: We have reached out so much further than our community via Zoom and the church's YouTube channel. To continue to reach out to people and share the care and comfort of Christ after being disconnected for so long.

Bev Morash: Could the nominating committee work on getting people to help in the sound booth? It is a necessity now and approaching people and asking sometimes works better than just saying who would like to volunteer. As a fundraiser, would anyone be interested in making facemasks? On page 62 of the annual report there is a Faith Formation Committee.

Rev Michael: Faith Formation Committee meets with the Worship Committee, so it includes the Sunday School superintendent and a couple of teachers. The dream is the position that Krista Elizabeth has been filling, that would help that ministry to group and possibly meet on its own. Right now, because Sunday School, Church School and Worship are so integrated, it would also include our Bible Study, DVD studies are all a part of the Faith Formation of the church.

Anne Woods: If a list a people the nominating committee would like to approach, she would be more than happy to do it. Is subscribing to the church's YouTube channel something we should be looking into doing to expand the audience of the church?

Rev Michael would appreciate the congregation not only subscribing to the church's YouTube channel but also sharing it with friends and family.

Sally Morash: The young people are more into this kind of technology so maybe nominate someone in youth group or who helped out with the dinner theatre.

Debbie Williams: Are we going to set a committee to look for a replacement for Krista Elizabeth? Lee Ayer answered that it is being done through the Unified Board. Mike Nickerson noted that the church is not looking for a replacement for Krista Elizabeth, but ways to assist Rev Michael. It would be a substitute, not a replacement. If anyone wants to help get in touch with the chair, Jane Parmiter.

### **Self-offering Prayer**

### **Final Motion – to Adjourn Meeting**

Lee Ayer thanks everyone who attended via Zoom, who had comments to add, who listened attentively, and thankful we could still gather together on a Sunday morning.

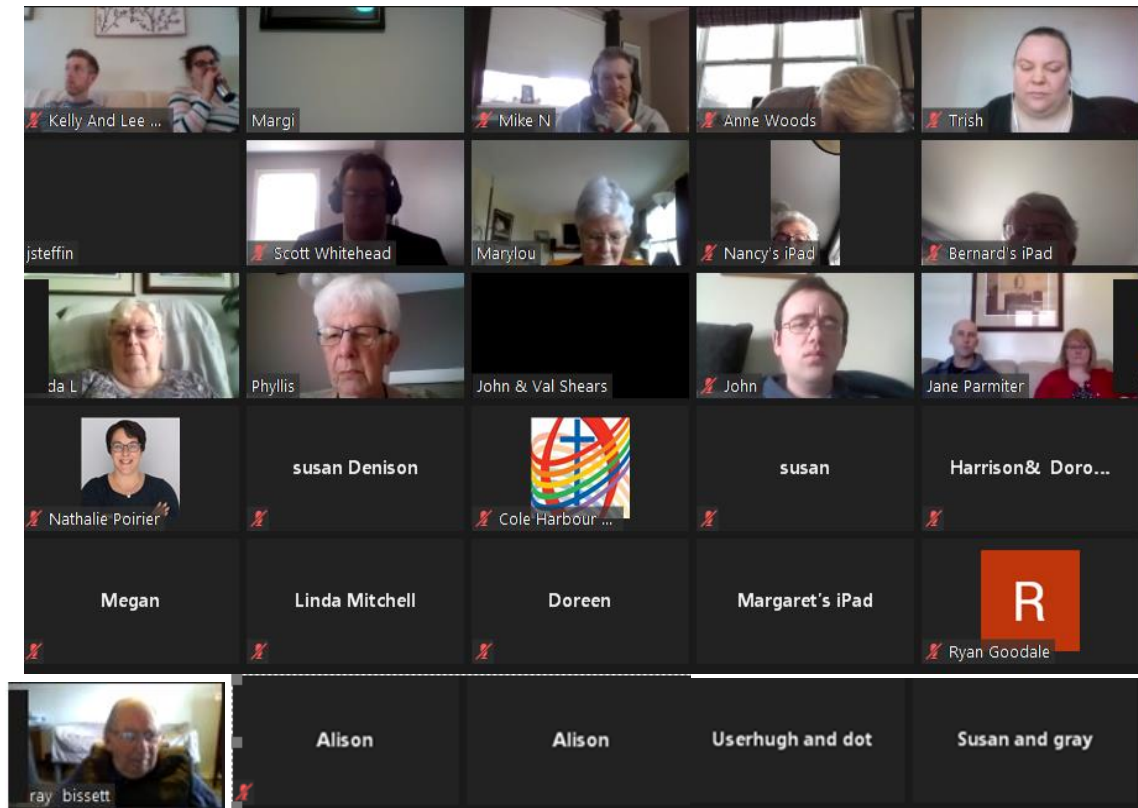
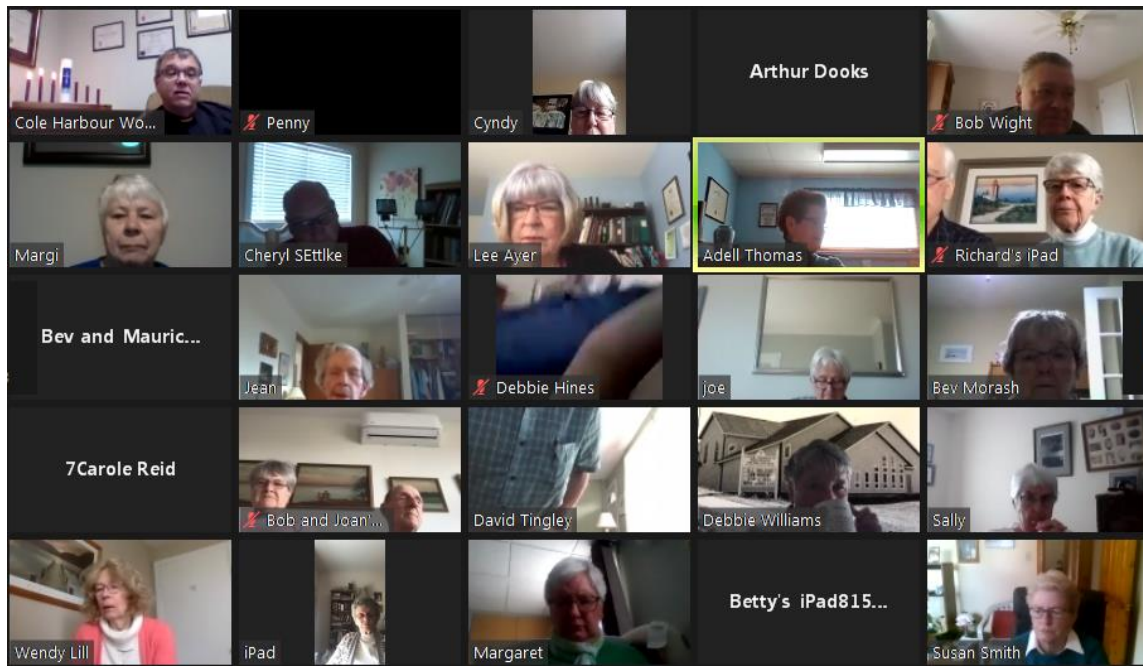
**Margaret Crowell moved to adjourn the meeting. Trish Whitehead seconded the motion. All in favour, Motion passed.**

### **Blessing**

Meeting Adjourned: 12:00 noon.

Respectfully submitted by: Lee Ayer (meeting chairperson), Penny MacDonald, Secretary

Lee Ayer	Megan Nicholson
Margi Bain	Bev Nightingale
Ron & Janet Barker	Jane & Jeff Parmiter
Cyndy Barclay - Hill	Nathalie Poirier
Murray Bissett	Carole Reid
Nancy Bowes	Joan & Val Shears
Jean Cossett	Randy Settle
Margaret Crowell	John Siteman
Shirley Dennison	Alison Stark
Arthur Dooks	Joan Steffin
Marylou Foster	Linda & Dave Stonehouse
Jean & Richard Giddens	Susan Smith
Ryan Goodale	Bernie Swan
Susan Grant	David & Nancy Tingley
Debbie & Terry Hines	Adell & Dave Thomas
Phyllis Jordon	Matilda Thornhill
Wendy Lill	Kelly & Lee Warren
Susan & Gary Lucas	Doreen Weatherhead
Eva MacKay	Dottie & Hugh Webber
Brenda & Joe Maloney	Scott & Trish Whitehead
Bob & Joan McArel	Bob Wight
Bill Middleton	Debbie Williams
Stu Micklethwaite	Betty Wingfield
Linda Mitchell	Anne Woods
Bev Morash	
Sally Morash	
Michael & Tamara Mugford	
Dorothy & Harrison Murphy	
Mike Nickerson	



## **Cole Harbour Woodside United Church Statistical Summary 2020**

**Marriages - 0**

**Baptisms - 0**

**Confirmations - 0**

**Received by Profession/Re-affirmation of Faith - 0**

**Received by Transfer of Membership - 0**

**Removed by Transfer of Membership - 0**

**Members Removed by Death - 2**

**Number of Funerals/Memorial Services - 5**

**Number of Households Under Pastoral Care - 266**

**Resident Members - 367**

**Non-Residents - 6**

**Adherents - 130 (approximately)**

**Average Weekly Attendance @ Worship: Zoom: 32 - YouTube: 42 - In Person: 26**

## **Unified Board Chair Report**

As it did in 2020, the Covid pandemic has continued to challenge us throughout 2021. This pandemic has been taxing on all our communities, as individuals, businesses, and churches. Thank you to our Covid Committee, Randy Settle, Margaret Crowell and Terry Hines, for helping to guide our Unified Board in decision making and ensuring our church always met the provincial Covid guidelines.

Many thanks to our Search Committee, Susan Grant, Ron Barker, and Lee Ayer who began our relationship with Shane Doucette. It was a pleasure having Shane with us during Michael's sabbatical. Rev. Ivan Gregan was our Pastoral Charge Supervisor during this time, and I truly appreciate his time, insight, and guidance during our Unified Board meetings. Thanks to everyone, and there are many, who assisted during Michael's sabbatical. In October we were blessed to welcome Rev. Krista Elizabeth back with us. Her smile and enthusiasm are infectious.

Of course, it's an absolute pleasure to have our leader Rev. Michael back with us! We missed your caring presence and positive energy while you were on sabbatical. We are blessed at CHWUC to have had such strong leadership throughout this difficult year to ensure we continued to feel cared for and connected.

A special thank you to our Nominating Committee, Anne Woods and Susan Grant, who have spent a considerable amount of time and effort in recruiting members to offer their time and talent to our church.

A most sincere thank you to all our Unified Board members and the Standing Committees. Your commitment and dedication to our church community is truly appreciated.

Sincerely,

Jane Parmiter



## **Board of Trustees**

### **Cole Harbour Woodside United Church**

#### **Annual Report Fiscal year ended 31 December 2021**

The main functions of the Board of Trustees are as follows:

- 1) Real property - Land & Buildings are held and administered by the Trustees.
- 2) Personal property - Managing all congregational long-term investments.
- 3) Property insurance - Ensure the congregation carries adequate Property Insurance and Liability Insurance at all times.
- 4) Prepare loan and mortgage applications relating to church real property.

The Board of Trustees dealt with the following matters during the year 2021:

#### General Insurance Coverage:

We are members of the United Church Insurance Program that provides us with better rates than we could achieve individually and the proper type of coverage for our Church, which is renewed annually on March 1st.

Our insurance provider requires forms to be filled out any time there is an incident in or at Cole Harbour Woodside United Church, please take time to fill out forms available at sign in areas if you witness or are involved in an incident.

#### Security of Premises:

It is the responsibility of all key holders to follow the instructions carefully to ensure we minimize false alarms and to keep security at a high level. It is very important to ensure everyone has left the building before activating the alarm system.

In order to limit the exposure in 2021 due to the covid-19 pandemic the Church building went into lockdown as required by the Province of Nova Scotia and the Region 15 directives. To help us maintain safety and security all the keys were returned from non-essential key holders until the building reopens.

### Church Emergency Evacuation Procedures:

Plans posted throughout the building were originally approved by the Fire Department. The Trustees have also developed instructions for our Fire Wardens, which are reviewed each year and amended when necessary. Fire Safety Months at CHWUC are September/ October - A surprise evacuation drill will be completed during a church service each year. It is everyone's responsibility to ensure they review the procedures with their families at least yearly. Copies are available on the information desk in the Narthex or from the Church Office. Evacuation procedures have been developed for our Emergency Fire Wardens and should be reviewed by them annually. Sunday School and Nursery personnel are aware of the procedures for evacuation of their areas.

### Screening Procedures for Positions of Trust and Authority within CHWUC:

This program was set up in 2011 and is administered on an ongoing basis by a special committee of the Ministry and Personnel Committee under policy approved by Unified Board. It is updated on an annual basis when volunteers are elected to positions of Trust. This function is a very important responsibility to our members and a condition of our Liability Insurance coverage.

### Financing for the Property Improvement Project Phase IV:

The siding project was completed in 2019 and was within budget. The finances for the siding are the total cost of the siding project is \$ 122,100.00 including hst. Payments to The Church Extension Board started December 1st, 2019, at \$743.52 per month to be completed 30 May 2023. As of 31 December 2021, there was a balance of \$12,343.20 owing.

Thank you to the members of the congregation who donate to the building fund, we continue to receive sufficient funds monthly to meet our loan commitments and build a nest egg for our next capital project. I would encourage everyone to continue donating to the Building Fund as it is split 50% for ongoing maintenance and 50% for Capital Projects as was directed by the congregation at the 2011 Annual Meeting (Motion No.4).

Assets:

Capital Projects account - Credit Union Atlantic (CUA) \$4901.83

- Current Account - Credit Union Atlantic (CUA) \$1545.30

(Received \$1000 from Resource Center)

Long Term Assets:

- Murtha Fund: (Restricted Funds) Obtained from Woodside funds with the  
amalgamation of Cole Harbour & Woodside Congregations. \$3,014.27

Investments:

1 share - CUA \$50.00

Notes:

1) Funds being held by Trustees are undesignated with exception of Murtha Fund,  
that requires the Interest earned to be used for Outreach.

The Trustees paid to upgrade the obsolete fire panel in 2021

The Trustees oversaw the dismantling of Pews as approved by unified board to allow us to  
remain compliant with ever-changing Provincial Covid-19 Restrictions.

Respectively submitted,

Randy Settle, Chairperson,

## Building and Property



Building and Property ensures the day-to-day maintenance of the facility. The team of volunteers work with the administration to ensure that the building and property is maintained. There are many things that are managed behind the scenes by this group of people.

These include:

Maintenance and repairs as required. Like any building, there will always be something that comes up requiring a volunteer to step up and manage a situation. Whether it is a leaky valve in the furnace room or no hot water in the nursery.

Ensuring proper licensing is in place for things like the kitchen and elevator.

Coordinating yearly inspections of air exchanges, fire and emergency lighting systems, and furnace maintenance.

Outside property maintenance.

I would like to thank all the volunteers who help keep the facility operational and functional.

Respectfully Submitted

Terry Hines

Building and Property Maintenance Co-Ordinator

## **Children and Youth Programming Report**

Over the course of the winter of 2021 we continued to have Sunday School through Zoom from 9:30-10:00am - thanks to Carolyn Agnew, Joann Shears, Naomi Aquino, Ericka Scott-Clarke, who picked up much of the support and leadership.

As part of the United Churches for Dartmouth's (UCfD) work we created and distributed Lenten Bags to about 15 families.

A Church Family Picnic was held on July 11th and was well attended and greatly enjoyed.

Our annual Backpack Blessing Service was held on September 12th with a BBQ following.

It was wonderful to have a return to in person Sunday School in the hall in the fall. Things were looking ready to grow in preparation for Christmas when we suddenly had to curtail things again. Thank you to the teachers for being flexible and willing to pivot. Thanks also to Kelly Warren who has done much as a point person and leader. We bless her as she steps down from leadership among us at this time.

It was great to once again for a time have children gathered in the sanctuary for Children's story. They were a great help too in piling the great donations of food for our Advent food stable and filling the Big Stocking each week with donated hats, socks, mitts, etc.

Advent brought an opportunity for children of ALL ages to have Advent Adventure bags. A huge thank you to Nancy Bowes for her vision, energy and leadership in this big undertaking.

Advent also brought us Friday Fun nights for the children with Rev. Krista Elizabeth. There was a game night, movie night, and craft night. Sadly, Covid restrictions cancelled the Happy Birthday Jesus party. The pandemic caused Christmas plans to be changed several times, and in the end, we had to cancel the children's nativity play last minute when we could not meet in person.

It was wonderful to have some of our children lead in the lighting of Advent candles. We have missed their regular leadership in the Call to Gather and hope as things allow to do this again along with more participation in Sunday worship.

The youth girls of the church did a great job shopping for teens at Cogswell House to have full Christmas gifts. They had a great night out to dinner with moms to tackle the work of giving a full Christmas to 4 youth. The congregation was very generous in financially contributing as the youth group was unable to have their usual bake sale fundraiser.

There was a gathering of our university and college aged Young Adults. As they haven't been meeting it is a work in progress to begin connecting with them again.

Lots of good connections in the midst of a year when it was hard to connect. Looking forward to more and new ways of connecting in 2022!

Respectfully submitted,  
Rev. Michael & Rev. Krista Elizabeth

## **Choir Report – 2021**

2021 was a fairly uneventful year for the choir due to the ongoing COVID-19 pandemic. We started rehearsing in the spring and continued until the restrictions introduced in May forced us to cease our rehearsal activities. Choir was rescheduled to Fridays from 7:00-9:00 and began rehearsing again in October and continued through our regular fall season until Christmas.

Many thanks to the choir members who have been singing each Sunday throughout 2021. I would also like to thank Greg Myra and Catherine Little for presenting a wonderful recital of cello and piano music. These pieces were also recorded and are available at [www.catherinelittle.com](http://www.catherinelittle.com) or on Spotify.

Charles Myra

### **Cole Harbour Woodside United Church Choir**

The balance of the choir fund has remained steady at \$2978.62 for the year 2021.

Normally we would have income from dues collected and concerts, and expenses for music purchased.

We have continued to manage the sale of gift cards to the congregation and sold \$25,450 through the year. A cheque for \$2200 was given to the church in December.

This has been an easy and worthwhile fundraiser for the church for many years. We appreciate the support of the congregation.

Respectfully submitted

Lee Ayer

Treasurer

**Cole Harbour Cares**  
**Refugee Sponsorship Report**

Nobody wants to be a refugee. At the present time United Nations and Amnesty International have put the number of refugees around the world at 26 million! Where do you begin with a figure like that? All we can do is concentrate on our little family of three. Sarah and her family are still surviving in Lebanon. It has been 7 months since Cole Harbour Cares applied to the United Church of Canada to sponsor her family and we are still waiting for our application to be forwarded to the Canadian govt. We are hopeful that will happen in 2022. If so, Sarah's family will be issued a G# and we will start to track its process. Cole Harbour Cares feel that we are still years away from welcoming Sarah. Covid has changed everything, and we have to be patient.

One thing that hasn't changed is the generosity of our many supporters. Thanks to everybody, we have raised the money needed to sponsor Sarah's family when they arrive. Station 1 restaurant is holding a job for her husband. He has spent his time as a refugee wisely, learning about the restaurant business. Please continue to keep them in your prayers. Sarah's family know there are many Canadians praying for their safety. All we can do is hope. Hope that one day we will welcome them to Nova Scotia.

Anne Woods  
(Co-Chair of Cole Harbour Cares)

Comfort Quilters  
Cole Harbour Woodside United Church  
Statement January 1, 2021, to December 31, 2021

INCOME:

Quilting	275.00
Miscellaneous Sales	<u>89.65</u>

TOTAL INCOME	\$ 364.65
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EXPENSES:

Quilt Batting	73.50
Miscellaneous	<u>30.00</u>

TOTAL EXPENSES	<u>\$ 103.50</u>
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Income over Expenses	\$ 261.15
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Balance on Hand, January 1, 2021,	<u>\$5,346.16</u>
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<b>Balance on Hand, December 31, 2021,</b>	<b>\$ 5,607.31</b>
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**Recap:**

Bank Balance	\$5,478.35
Cash on Hand	<u>128.96</u>

<b>Balance on Hand, December 31, 2021,</b>	<b>\$ 5,607.31</b>
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Respectfully Submitted

Eileen Cassell



## Comfort Quilters

The Comfort Quilters did very little this year due to Covid-19. We quilted a couple of quilts for our sale which was postponed until 2022, hopefully. We also quilted two quilts for customers and sold a few miscellaneous items to our group.

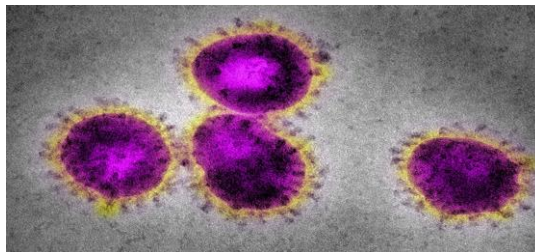
It is unknown exactly when we will be quilting again but when safely permitted, we look forward to Tuesdays from 9:30 am to 1:00pm.

Respectfully submitted.

Eileen Cassell.

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## Covid Committee



This past year, like the previous has pushed the boundaries of how we worship. The Covid 19 Pandemic has invoked an everchanging process to keep everyone safe. This has continued to require us to use online tools such as Zoom and YouTube to provide meetings and Church services. We continue to modify the CHWUC Guidance Protocol in relation to Covid 19 using the guidelines set out by the province as a resource and modifying the physical seating layout within the church sanctuary itself to allow us to be able to use the sanctuary while still following the guidelines during times when in person worship has been allowed.

The Covid 19 guidelines are available through the church office and will continue to be modified as deemed necessary by the CHWUC Covid Committee and the Unified Board.

This is a fluid situation which will continue to change and be modified based on the situation within the province. We will adjust accordingly based on the provincial guidelines and directives from the National Church.

The Covid 19 Committee

Randy Settle

Terry Hines

Margaret Crowell

## **Dinner Theatre (and more) Annual Report – 2021**

### **“Who Knew?”**

Where do I begin? When I wrote last year’s dinner theatre report, I was so sure that our group would be able to bring the show, “Who Knew?” to life in the spring of 2022. Unfortunately, with the Corona Virus mutating and still lurking about wave after wave, that plan has been revised (*again!*)

I am now hopeful that the production will become a reality in the fall of 2022, with rehearsals starting this spring, (*once public health protocols allow*) pausing for the summer months and continuing mid September until production during the first 3 weeks of November.

### **“Who-Buddy Are You?”**

Last March we applied for; and were successful in receiving a diversity and inclusion grant in the amount of \$3,500 from HRM to produce the children’s play I wrote entitled “Who-Buddy Are You?” We also received an additional \$400 from Councillors Kent and Purdy to help with the costs of putting this show on. We have an amazing cast of 13 children and young adults of various abilities ranging in ages from 6 – 17 along with 3 adult cast members and 2 adult support actors! We began rehearsals this fall with a plan to go into production the first weekend of February. Unfortunately, our rehearsals have been paused for now, but I am hopeful that we will be able to bring this free production to life later this spring. The funds are being used for wireless mics, adaptive equipment and other set related items. The goal is to make this an inclusive production without physical and/or financial barriers for participants and audience members both on and off stage! Stay tuned for more details as they emerge!

### **Just Dinner!**

Since we weren’t permitted to have Dinner Theatre this year, a few of us decided to offer Take Out “Dinners” and a food auction instead. The first “Sweet ‘N Savoury” food auction took place between June 6<sup>th</sup> and June 13<sup>th</sup> which offered 35 yummy food items to the bidding community. It was a fun event which raised approximately \$1,650! Many thanks to all who contributed to this fun event – especially Nathalie Poirier for handling all of the Facebook postings/design etc.!

Two take out dinner events were also held this year. A roast beef dinner and a roast pork loin dinner were held in October and December respectively. These dinners raised approximately \$2,300 each and were a great deal of fun to put on. Many thanks to Penny for keeping the orders organized, my sister for keeping me grounded and the kitchen organized, and to all the other folks who either donated items for these meals, helped in the kitchen and or supported

us by purchasing these delicious meals! Special thanks to the Resource Centre for purchasing the two new stoves that we now have in the kitchen, so we will be able to do more of these events in the future.

Finally, I would like to thank all of the members and staff of Cole Harbour Woodside United Church for allowing me the opportunity to do some of the things that I love most! Writing, directing and being involved with each of you whether it be on stage, off stage, behind the scenes, in the kitchen or as an audience member! A special thanks goes to my sister Susan, without whom, I would likely not have the courage and push to make all of these things happen.

I pray that 2022 will be the year when we will all be able to do the things that we enjoy most! As always, Be Kind in ALL that you do, and Let Your Inner Muppet Shine!

Respectfully submitted,

Jill Brogan ❤️❤️

Writer/Producer



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## **Finance Committee Report 2021**

Members-Mike Nickerson ( Chair), Scott Whitehead ( Treasurer), Lee Ayer (Envelope Steward), Adell Thomas ( Secretary), Jill Brogan(Trustee Representative), Romy Aquino (Member at Large), Susanna Morash-Kent (Fundraising co-ordinator)

We wish Mike and Scott all the best as they retire from their duties and will welcome our new treasurers at the AGM in February.

The Finance Committee continued to conduct regular monthly meetings via Zoom. We have tracked our Congregational Budget and monitored our expenses and revenue, reporting regularly to the congregation and the Unified Board of Cole Harbour Woodside United Church. As in 2020, this past year has been one of great uncertainty and many have experienced job loss and economic uncertainty, the lack of social interaction and sense of uneasiness which has resulted in fund raising being even more difficult. We thank the congregation for its continued support to the church and ministry to meet our monthly commitments through their continued support through the PAR program, weekly envelopes and online donations. We were pleased with fundraising efforts which were well supported by the congregation: the purchase of Sobeys and Superstore gift cards, maple syrup sales, the annual auction held in person and on zoom, the sweet and savoury Facebook auction and the roast beef and pork loin takeout suppers. We are also thankful to the Resource Centre and the UCW for their continued support throughout the year.

Our year end operating income verses operating expenses showed a year end operating deficit of nearly -\$22,000 which was slightly better than the budget had forecast. Fund raising is going to continue to be a challenge in 2022, however, we are working and planning some alternate methods of fund raising to cope with the challenges that we will continue to face this coming year and welcome any new ideas.

Your ongoing support and donations are greatly appreciated. We encourage each and every member to prayerfully consider the ways in which we can financially support the ministry that happens in response to God's call in this place. We look forward to the day when we can once again meet in person and continue offering the care and comfort of Christ with those in our congregation and wider community.

Respectfully submitted by your Finance Committee.

## FOOD BANK REPORT

The Food Bank has continued to operate in the parking lot since March 2020 when Covid-19 restrictions forced us out of the church building. We were able to stock the Food Bank on Tuesdays from the Feed Nova Scotia delivery, organize the orders for the afternoon and use the computer to record client visits. In the afternoon on the first and third Tuesdays of the month, clients were registered on paper at their vehicle and orders were placed in cars where the clients stayed. This has now evolved in to a predictable and smooth operation. We have operated in all forms of weather, including rain, heat, snow, wind and freezing temperatures. During the winter of 2021, we missed only two days due to blizzards. It is to the credit of the volunteers that this remaining sole outreach ministry has continued to operate from the church.

The Food Bank has received various forms of financial assistance from the federal government, provincial government, charitable groups, businesses, church members and individuals from the community. The financial report will show a substantial balance in the Food Bank Account which is listed as a separate item. These funds should be used only for Food Bank purposes and not directed toward any other church expenses. These funds have been used throughout 2021 to purchase needed food items when there are shortages but also to provide specific items such as laundry detergent, dish detergent, meat, and eggs.

In 2021, there was a total of 110 households served which represents 260 people. Of the 260 people, 90 were children and 26 were seniors. Of the 110 households, only 18 reported having any employment income. The total number of visits to the Food Bank was 495 so the number of visits per household over the year was about 5. Of the 110 households, 50 accessed the Food Bank only 1 or 2 times over the year, while fewer than 20 accessed it almost every month. Of the 110 households, 41 were new in 2021.

Thank you to our generous donors:

Palladium Restaurant  
Krista & Devin Mason  
Cole Harbour Lions Club  
Barb Glawson  
Auburn Drive High School  
Heustis Insurance  
Atlantic Mopar Trucks  
Tim Hortons

Lois & Harvey Glibbery  
Cedar Court Apartments  
Harbour City Ringettes  
Grace Lutheran Church  
Graham Creighton Junior High  
YMCA Cole Harbour  
Pampered Chef

Special thanks to our volunteers: Dave Thomas, Wayne Reinhardt, James Bain, Hazen Taylor, Marg Berry, Dolina Starr, Gord Rose, Sally Connors, Eric Green, Debbie Hines, Catherine Bradshaw, and Dave Stonehouse. This is a dedicated group of volunteers who readily give their time and bring to the Food Bank a keen concern for the individuals who seek our help each month.

William Middleton  
Food Bank Coordinator

## **FUNERAL MINISTRY**



During 2021, there were no in person funerals held at Cole Harbour Woodside United Church due to the continuance of Covid 19. While all of us involved in the Funeral Ministry feel it is a privilege and blessing to walk with a family who is grieving the loss of a loved one, we carried a great deal of sadness in our hearts this past year as we said good-bye to some cherished members of our church family.

We have been fortunate to have had a group of volunteers to assist with visitation by providing care, comfort and hospitality to the families and volunteers to assist with operating our sound system for funeral services. Please don't hesitate to contact the office. if you have any interest to be a part of Funeral Ministry.

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## **HOPE COTTAGE**



Another year at Hope Cottage begins with our thanks to all of our loyal volunteers who have supported this mission and made it such over the years. Sweet and sour meatballs and rice is still a favourite meal, and much appreciated by all patrons. To those who have cooked and/or provided ingredients for the meal, once again thank you.

Meals will be served on Thursdays and the dates for 2022 are:

January 13	March 24
May 19	September 8
November 17	

You are asked to please drop the meals off to the church office before 10 a.m. on the Wednesday prior to the Thursday serving day. Contact information for the office is 902-434-7714, for Brenda and Joe is 902-434-0841.

Our recipe for Sweet and Sour Meatballs is as follows:

MIX: 2 lbs. Ground Beef, Grated Onion, Salt & Pepper. Make little balls and place in baking dish.

MIX: 1 can of Mushrooms (pieces & stems; 1 can Pineapple Chunks (save the juice);

1 1/2 cups Brown Sugar; 3/4 cup Vinegar; 1 Tbsp Dry Mustard; 1-2 Tbsp Corn Starch; 1 Cup Ketchup; 3/4 cup Liquid (pineapple juice with water added if necessary).

Pour over the meatballs and bake at 350 degrees for approximately 1 hour.

Respectfully submitted,

Brenda and Joe Maloney



## **Ministry and Personnel Annual Report 2021**

The Ministry and Personnel Committee for 2021 consisted of Linda Stonehouse and Margaret Crowell, co – chairs, Rodger Noel and Nancy Bowes.

Following is an overview of the roles and responsibilities of the committee:

1. To be available for consultation and support for matters involving pastoral charge staff.
2. To be responsible for maintaining close contact with the regional council.
3. To be responsible for overseeing the relationship of the pastoral charge staff to each other and to people in the congregation.
4. To maintain confidentiality, keeping in mind that we are responsible to the governing body, in our case the Unified Board, and also in relationship with the ministry personnel, lay employees and members of the congregation.
5. To regularly review the work conditions, responsibilities, and compensation of all pastoral charge staff and make any recommendations necessary to the governing body.

Due to Covid, this has been a difficult year for us to have in person meetings with staff. We did meet as a group twice with Rev. Michael in order to discuss his plans for his sabbatical, which he took October 1 – December 31. He added 2 weeks of Continuing Education to the start of his Sabbatical, leaving on September 17.

The Unified Board made the decision to look for a part time minister (20 hours per week) to cover for Rev. Michael while he was away. Shane Doucette, a candidate for ministry in the United Church of Canada, was interviewed by the Unified Board appointed search committee, and they requested Region 15 appoint Shane Doucette to Cole Harbour Woodside Pastoral Charge from September 1 – December 31, 2021.

The Ministry and Personnel Committee met with Shane in person at the start of his appointment, and individual members had several conversations with him in person, by phone or by email during his time with us. We wish Shane well as he continues with his studies and moves on to another appointment.

We were delighted to have Rev. Krista Elizabeth return to us on October 25 following a lengthy medical leave. It is good to see her back to her enthusiastic self.

Since Shane was appointed mainly to cover Sunday services, Rev. Krista Elizabeth returned to work on the priorities of her original position, those of pastoral care and children and youth programming. It was unfortunate that Covid had to curtail some of the children's activities that she had planned for the Advent/Christmas season, as well as some planned pastoral visits.



M&P members had many emails and/or phone discussions as necessary during the year. Covid may have disrupted in person meetings, but the work of the committee continued.

Thank you to all the staff who worked so hard during the past year. To Rev. Michael, Rev. Krista Elizabeth, and Shane, who adapted so seamlessly when we had to switch from Zoom to in person and back to Zoom again on short notice, you guys made it look so easy (with a lot of help from Ron behind the scenes, thanks Ron). You greet us with an encouraging smile and such a positive attitude that you make us believe everything will be ok. Your Sunday services and words of encouragement, visits on share and care, and personal contact have made the isolation of this year easier to handle. To Charles and Greg who made music from home as well as from the church and worked with the choir even though they were not permitted to perform, we are blessed to have you. We look forward to the time when we can enjoy the choir performances again, but until then we will be happy listening to your music. To Don, who makes the church building a safer place for us to gather whenever gathering is permitted, thank you. You are not often seen or heard, but thanks to you we can gather in a clean building without worry. And finally, to Penny, the glue that holds us all together, both congregation members and staff know that if we need to get information about anything happening at CHWUC, you will know or will find out. We are so blessed to have these people here at CHWUC. We hope you all know how much you are appreciated.

Thank you to Nancy Bowes, who volunteered her time to cover for Penny while she was on vacation this year.

As I step down from the co-chair position, I would like to thank the committee members for their support for the past three years, and a special thanks to Margaret Crowell who has been co-chair for the last 2 years. The last couple of years have been difficult for us all, and our committee is no exception. Having a supportive group of people who are willing to voice their opinions, discuss options, make informed decisions and come to a consensus is the hope of every committee chair, and I have been blessed to have such a committee. Also, because confidentiality is important for our committee, it is good to know we are all on the same page in that respect. I am happy to continue as a member of this committee for another term under the capable leadership of Margaret Crowell.

Respectfully submitted,

Linda Stonehouse, co-chair, M&P Committee

# Nominating Committee Report

## Nominating Committee Report of: 2022

COMMITTEE	TERM	NAMES	START	END	NOTES
<b>Affirming Committee</b>	<b>NA</b>	Megan Nicolson			Chair
		Janis Fisher			
		Joanne Shears			
		Aiden Shears			
		Alison Stark			
		Anna Mugford			
		Margi Bain			
		Kathryn Burke			
		Darlene Parker			

<b>Board of Trustees</b>	<b>NA</b>	Randy Settle			Chairperson
		Jill Brogan			Secretary/ Liaison with Finance
		Gordon Parsons			Treasurer
		Bob Wight			
		Joanne Donaldson			
		Michael Wall			
		Bill Middleton			
		Don Morash			vote to remove at AGM
					(Auditors appointed annually)

<b>Building &amp; Property</b>	<b>2 year</b>	Terry Hines	Jan 2022	Jan 2024	Coordinator
		Hazen Taylor	Jan 2022	Jan 2024	
		Brian Adams	Jan 2022	Jan 2024	
		Don White	Jan 2022	Jan 2024	
		Calvin Archibald	Jan 2022	Jan 2024	
		Jeff Parmiter	Jan 2022	Jan 2024	
		Ron Barker	Jan 2022	Jan 2024	
	<b>NA</b>	Don White			Caretaker ( <i>staff</i> )

<b>Communications &amp; Social Media</b>	<b>NA</b>	Lee Warren			Website Consultant
		Nathalie Poirier - Schofield			Social Media
		Gordon Rose			Advertising
					Various

<b>Fellowship</b>	<b>2 year</b>	Dolores Adams	Jan 2022	Jan 2024	
		Brian Adams	Jan 2022	Jan 2024	
		Margaret Bain	Jan 2022	Jan 2024	Greeters Coordinator
		empty			Coordinator

<b>Finance</b>	<b>3 year</b>	Jill Brogan			Chairperson/ Trustee Rep
		Romy Aquino	Jan 2020	Jan 2023	
		Lee Ayer	Jan 2018	Jan 2023	Envelope Steward
		Adell Thomas	Jan 2018	Jan 2023	UCW Rep
		Joann Chapman	Jan 2022	Jan 2024	
		Bob Wight	Jan 2022	Jan 2024	Treasurer
		Shirley Clouter	Jan 2022	Jan 2024	Treasurer

<b>Funeral Ministry</b>	<b>NA</b>	empty			Coordinator
		Doreen Weatherhead			
		Sally Morash			
		Lee Ayer			
		Anne Woods			
		Gayle Crooks			
		Cyndy Barclay-Hill			
		Dolores Adams			
		Jane Parmiter			
		Hazen Taylor			
		Helen Shedden			

<b>Health Ministry</b>	<b>NA</b>	empty			Parish Nurse
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<b><i>To be disbanded at the AGM</i></b>		Joanne Donaldson			
		Suzanne Zwicker			
		Jean Giddens			
		Jennifer Muirhead			
		Joan McArel			
		Pat Rose			

<b>Ministry &amp; Personnel</b>	<b>3 Year</b>	Margaret Crowell	Jan 2022	Jan 2024	Chair
		Lee Warren	Jan 2022	Jan 2024	
		Rodger Noel	Jan 2022	Jan 2024	
		Nancy Bowes	Jan 2022	Jan 2024	
		Linda Stonehouse	Jan 2022	Jan 2024	

<b>Nominating</b>	<b>2 Year</b>	Susan Grant	Jan 2022	Jan 2024	
		Anne Woods	Jan 2022	Jan 2024	
	NA	Penny MacDonald			staff

<b>Outreach</b>		Joe Maloney		Jan 2023	Coordinator
<b>Hope Cottage</b>		Joe Maloney		Jan 2023	Team Lead (+ volunteers)
<b>Food Bank</b>		Bill Middleton			Team Lead (+ volunteers)
<b>Prison Ministry</b>		Joann Chapman			Coordinator
		Sally Morash			
		Darlene Parker			
		Christine McKenzie			
		Arlyn Skinner			

<b>Pastoral Care &amp; Welcoming</b>	<b>NA</b>	Jean Giddens			Grieving follow-up
		Joanne Donaldson			Cards of Care & Concern
		Diane Morash			
		Sally Morash			
		Audrey Law			
		Kathryn Burke			
		Doreen Weatherhead			

<b>Serenity Garden &amp; Outside Grounds</b>		Hazen Taylor			Coordinator
		(roster)			

<b>Plant Care (Inside)</b>		Susan Smith			
		Debbie Kenney			
		Christine McKenzie			
		Ellen Leblanc			

<b>Shawl Ministry</b>	<b>NA</b>	Dolores Adams			
<b>Recognition</b>		Ellen LeBlanc			
		Lee Ayer			
		Sandy Conrod			
		Davilyn Williams			

<b>Stewardship &amp;</b>	<b>2 year</b>	Susanna Morash-Kent			Fundraising Calendar
<b>Fundraising</b>		Trish Whitehead			
	<b>NA</b>	Romi & Naomi Aquino			Maple Syrup
	<b>NA</b>	Brock McNamara			Auctioneer
		Janet Barker			Auction
		Marylou Foster			Auction

<b>Technology</b>	<b>NA</b>	Ron Barker			
		Don White			
		Dave Thomas			
		Stu Micklethwaite			

<b>Unified Board</b>		Jane Parmiter	Jan 2021	Jan 2023	Chairperson
	<b>NA</b>	Krista Elizabeth Winn			Clergy
	<b>NA</b>	Michael Mugford			Clergy
		Terry Hines	Jan 2021	Jan 2023	Building & Property
	<b>NA</b>	Anne Woods			Cole Harbour Cares
		Joe Maloney	Jan 2021	Jan 2023	Outreach
		Megan Nicolson			Affirming Committee
		Margaret Crowell			Ministry & Personnel (interim)
	<b>NA</b>	Penny MacDonald			Secretary (staff)
		Ron Barker			Technology
		Bob Wight			Treasurer
		Shirley Clouter			Treasurer
		Randy Settle			Trustee Rep
		Susan Grant	Jan 2022	Jan 2024	Worship & UCW
		Nathalie Poirier - Schofield	Jan 2022	Jan 2024	Member-at-Large

		Lee Ayer	Jan 2022	Jan 2024	Member-at-Large
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<b>The United Church</b>	<b>NA</b>				
<b>Broadview</b>					
<b>Mission &amp; Service</b>		Susanna Morash-Kent			
<b>Enthusiasts</b>		Cyndy Barclay Hill			

<b>Worship</b>	<b>NA</b>	Rev. Michael Mugford			Clergy
	<b>NA</b>	Rev. Krista Elizabeth Winn			Clergy
	<b>NA</b>	Charles Myra			Choir Director
	<b>NA</b>	empty			Sunday School
	<b>2 year</b>	Susan Grant	Jan 2022	Jan 2024	Chairperson
	<b>2 year</b>	Alison Stark	Jan 2022	Jan 2024	Member-at-Large
	<b>2 year</b>	Janet Barker	Jan 2022	Jan 2024	Member-at-Large
	<b>2 year</b>	Deb Kenney	Jan 2022	Jan 2024	Member-at-Large

**Cole Harbour Woodside United Church**  
**Projected Budget of Revenues & Expenses for 2022**

	<b>2022</b>		<b>2021</b>		<b>2021</b>
	<b>Budget</b>		<b>Budget</b>		<b>Actual</b>
General Revenue					
Anniversary	-		-		75
Christmas	5,000.00		5,000.00		4,009.00
CHW Resource Center	0.00		2,500.00		34.50
Easter	2,500.00		2,500.00		1,538.00
Gift Cards	2,500.00		2,500.00		2,200.00
Initial	200.00		200.00		81.00
Interest Income	300.00		300.00		78.00
Local Givings - Envelopes	69,000.00		76,000.00		69,122.40
Local Givings - PAR	115,000.00		111,000.00		110,774.50
Loose Collection	500.00		500.00		306.00
Office Revenue	100.00		100.00		0.00
Parish Nursing	-		-		0
Sunday School	150.00		150.00		0.00
Thanksgiving	1,500.00		1,500.00		1,425.00
<i>Subtotal for General Revenue</i>	<u>202,250.00</u>		<u>202,250.00</u>		<u>189,643.40</u>
Other Revenue					
<i>Fund Raising Projects</i>					
Cole Harbour UCW	2,000.00		2,000.00		0.00
Fundraising	25,000.00		15,000.00		22,748.50
<i>Subtotal for Fund Raising Projects</i>	<u>27,000.00</u>		<u>17,000.00</u>		<u>22,748.50</u>
<i>Miscellaneous Revenue</i>					
Hall / Office Rentals	1,400.00		1,400.00		1,150.00
HST/GST rebate	3,000.00		3,000.00		3,214.88
Other Revenue	7,500.00		7,500.00		8,019.36
<i>Subtotal for Miscellaneous Revenue</i>	<u>11,900.00</u>		<u>11,900.00</u>		<u>12,384.24</u>
<b>Total Revenues</b>	<b><u>241,150.00</u></b>		<b><u>231,150.00</u></b>		<b><u>224,776.14</u></b>

<b>Operating Expenses</b>				
<i>Church/Grounds Maintenance Expense</i>				
Cleaning Supplies	800.00	800.00	360.96	
General Building Repair and Maintenance	3,000.00	3,000.00	3,909.29	
General Grounds Maintenance	1,000.00	1,000.00	1,076.92	
Small Tools & Equipment	750.00	750.00	453.96	
Snow Removal	6,500.00	6,500.00	6,500.00	
<i>Subtotal for Church/Grounds Maintenance Expense</i>	<u>12,050.00</u>	<u>12,050.00</u>	<u>12,301.13</u>	
<i>Insurance</i>				
Building Insurance	2,442.00	1,700.00	2,009.46	
Liability Insurance	2,442.00	1,700.00	2,009.46	
<i>Subtotal for Insurance</i>	<u>4,884.00</u>	<u>3,400.00</u>	<u>4,018.92</u>	
<i>Office Expenses</i>				
ADP Fees	650.00	650.00	412.10	
Bank Charges	500.00	500.00	261.27	
Office Equipment	3,500.00	3,500.00	4,514.55	
Copy Right / Licenses	1,000.00	1,000.00	1,071.05	
Social media and advertising	1,200.00	1,200.00	1,520.00	
Office Supplies	2,000.00	2,000.00	2,032.21	
Postage/Mailing Expense	500.00	500.00	0.00	
Printing Expense	750.00	750.00	217.93	
Service Contract - Fire Inspection	350.00	350.00	536.49	
Service Contract - Security	350.00	350.00	332.93	
<i>Subtotal for Office Expenses</i>	<u>10,800.00</u>	<u>10,800.00</u>	<u>10,898.53</u>	
<i>Professional Fees</i>				
Accounting Firm				
Attorney Fees				
Guest Clergy/Speaker Fees	750.00	750.00	1250.00	
<i>Subtotal for Professional Fees</i>	<u>750.00</u>	<u>750.00</u>	<u>1250.00</u>	
<i>Staff Benefits</i>				
Health Insurance	6,190.38	6,190.38	6,490.28	
Senior/Part-Time Minister Book/Con-Ed Allowance	2,250.00	2,250.00	2,309.20	
Senior/Part-Time Minister Christmas Bonus	400.00	400.00	0.00	
Senior/Part-Time Minister Travel Allowance	3,000.00	3,000.00	2,891.63	
Staff Christmas Bonus	300.00	300.00	0.00	
<i>Subtotal for Staff Benefits</i>	<u>12,140.38</u>	<u>12,140.38</u>	<u>11,691.11</u>	



<i>Staff Salaries</i>			
Accompanist	2,939.62	2,901.90	2,901.90
Custodial Salaries	7,800.00	7,800.00	7,800.00
Senior Minister salary and housing	79,219.90	78,203.26	78,203.26
Part-time Minister salary and housing	37,950.00	37,950.00	15,178.59
Sabbatical Minister salary and housing	0.00	0.00	9,453.90
Ministry of Health	0.00	500.00	0.00
Ministry of Music	15,802.80	15,600.00	15,600.00
Secretary Salary	37,987.50	37,500.00	37,499.99
<i>Subtotal for Staff Salaries</i>	181,699.83	180,455.16	166,637.64
<i>Telephone/Internet Expense</i>	2,300.00	2,300.00	2,235.86
<i>Subtotal for Telephone/Internet Expense</i>	2,300.00	2,300.00	2,235.86
<i>Utilities</i>			
Electricity	6,500.00	6,500.00	5,641.86
Oil	6,500.00	6,000.00	6,300.00
Water	2,200.00	2,200.00	1,772.40
<i>Subtotal for Utilities</i>	15,200.00	14,700.00	13,714.26
<i>General Expenses</i>			
Art/Design/Flowers Expense			
Bulletins	175.00	175.00	100.05
United Church Assessment	10,000.00	10,000.00	9,136.00
Confirmation	500.00	500.00	432.11
Fellowship Committee	200.00	200.00	18.33
Funeral Ministry	250.00	250.00	319.28
Ministry and Personnel	200.00	200.00	0.00
Piano Expense	750.00	750.00	649.58
Pastoral Care	300.00	300.00	162.39
Resource Expense	250.00	250.00	274.89
Fundraising expenses	10,000.00	3,000.00	9,539.50
Family Programming	500.00	500.00	321.94
Sunday School	500.00	500.00	605.87
Technology	500.00	500.00	0.00
Property Tax (including commercial use)	-	-	-510.35
Worship Committee	500.00	500.00	162.00
Youth Ministry	500.00	500.00	239.54
<i>Subtotal for General Expenses</i>	25,125.00	18,125.00	21,451.13
<b>Total for Operating Expenses</b>	<b>264,949.21</b>	<b>254,720.54</b>	<b>244,198.58</b>
Short Fall	- 23,799.21	- 23,570.54	- 19,422.44
Ministry Expansion Fund	23,799.21	23,570.54	19,422.44

## COLE HARBOUR WOODSIDE UNITED CHURCH RESOURCE CENTRE

### FINANCIAL STATEMENT FOR 2021

Balance on Hand Dec 31/20   \$3515.92

Expenses                       -\$5524.38

Credits                         \$5364.66

Balance as at Dec 31/21       \$3356.20

The Resource Centre was able to sell its inventory to the Centre in St. John's NL. Along with the funds already in our account, we have been able to make a few donations to the church. We purchased two new stoves for the kitchen- total \$2198 (stoves plus electrical supplies needed), which were delivered in time for our takeout pork loin supper. We appreciated all the work that Brian Adams did in the kitchen to prepare for the delivery and installation and gave him a small honorarium. We have donated \$1000 for the local givings of the church, and also \$1000 to the Trustees to help with future expenses.

We look forward to being able to donate the remaining funds wherever they might be needed.

Respectfully submitted

Lee Ayer

Treasurer

## SHAWLS OF COMFORT AND JOY



In 2021, Shawls of Comfort and Joy continued to be an active and vital ministry. We are so thankful for all those who support this ministry, through the work of their hands and the prayers in their hearts. In 2021 we were able to “*offer the care and comfort of Christ*” by giving out 19 shawls to those who were ill, in the hospital, struggling through Covid alone and with care centres in our community. We are always happy to welcome anyone who would like to knit or crochet a shawl or blanket. Patterns and yarn are available. If you have any unwanted yarn, please feel free to donate it to the shawl ministry.

### ***Shawl Blessing***

*May God’s grace be upon this shawl...  
warming, comforting, enfolding and embracing.  
May this mantle be a safe haven...  
a sacred place of security and well-being...  
sustaining and embracing in good times as well as difficult ones.  
May the one who receives this shawl be cradled in hope,  
kept in joy, graced with peace, and wrapped in love.  
Blessed Be!*

*© 2005 All rights reserved.  
By: Janet Bristow - 2000*

## CHWUC Social Media Report – January to December 2021

Océan Communications

Océan Communications has dedicated up to 10 hours per month from January-June and September-December to posting content on our social media channels and providing monthly reports to the Unified Board. Here is a summary of the growth of the CHWUC social media accounts throughout 2021.

### Summary

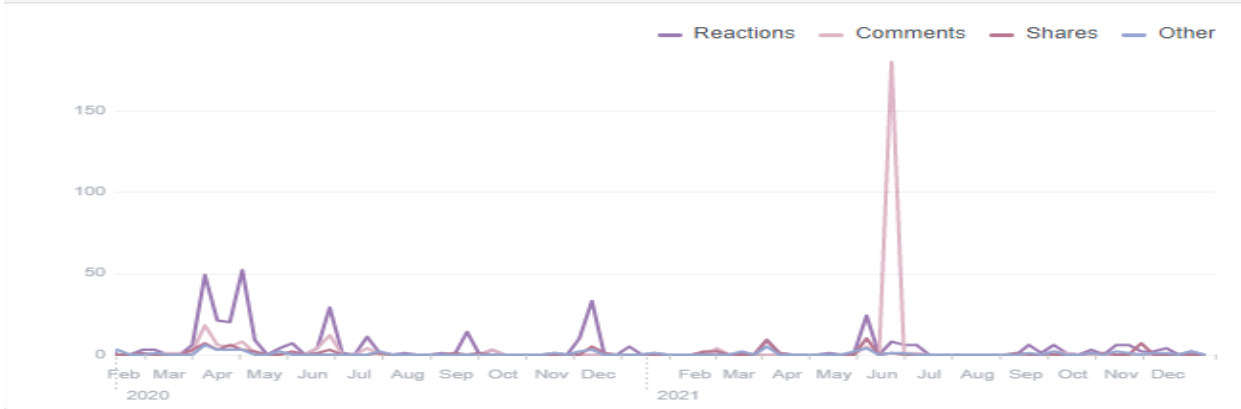
	January 2021	December 31, 2021	Growth 2019	Grown 2020	Growth 2021
<b>Facebook (likes)</b>	420	450	15,4%	22,1%	7,1%
<b>Twitter (followers)</b>	42	69	100%	320%	64,3%
<b>Instagram (followers)</b>	224	290	317,5%+	34,1%	29,5%
<b>YouTube (subscribers)</b>	90	109	-	350 %	21,1%

### Facebook



## Reactions, Comments, Shares and More

These actions will help you reach more people.



## Events


**Cole Harbour Woodside United Church ▼**
Last 365 Days ▼

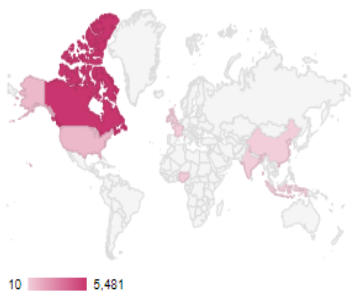

**Events**  
**152**  
 +29 last 90 days


**People Reached**  
**7,796**  
 +4,340 last 90 days

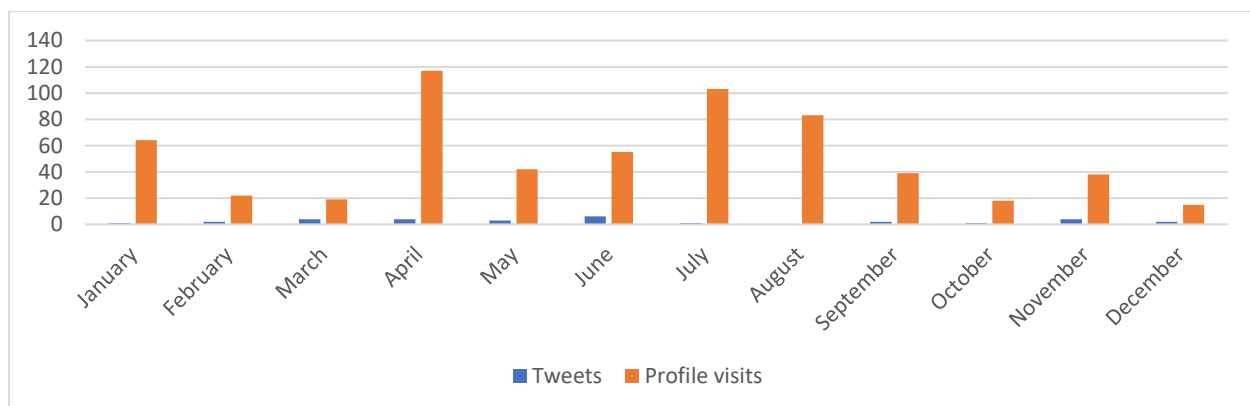
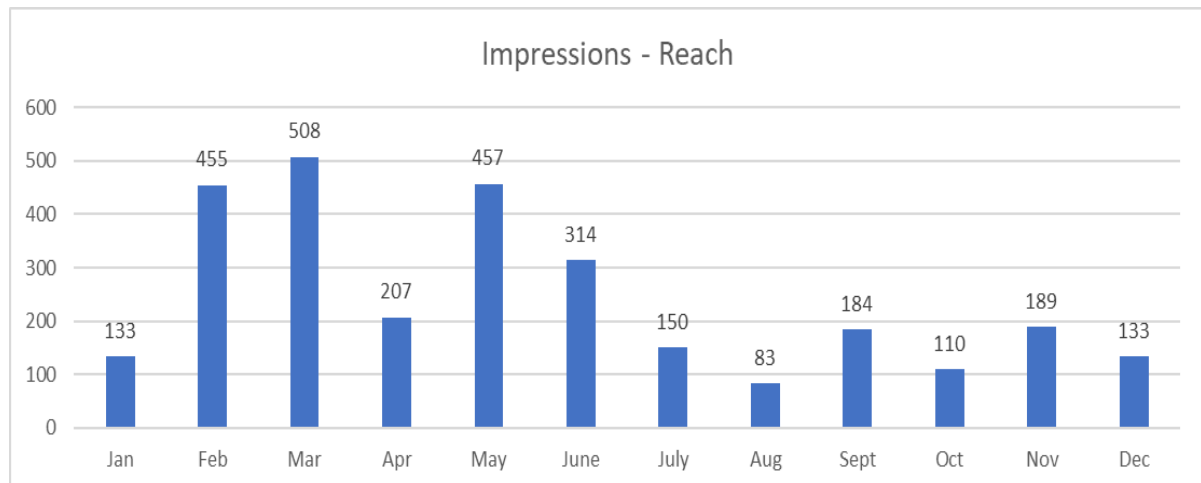

**Responses**  
**196**  
 +110 last 90 days

## Website

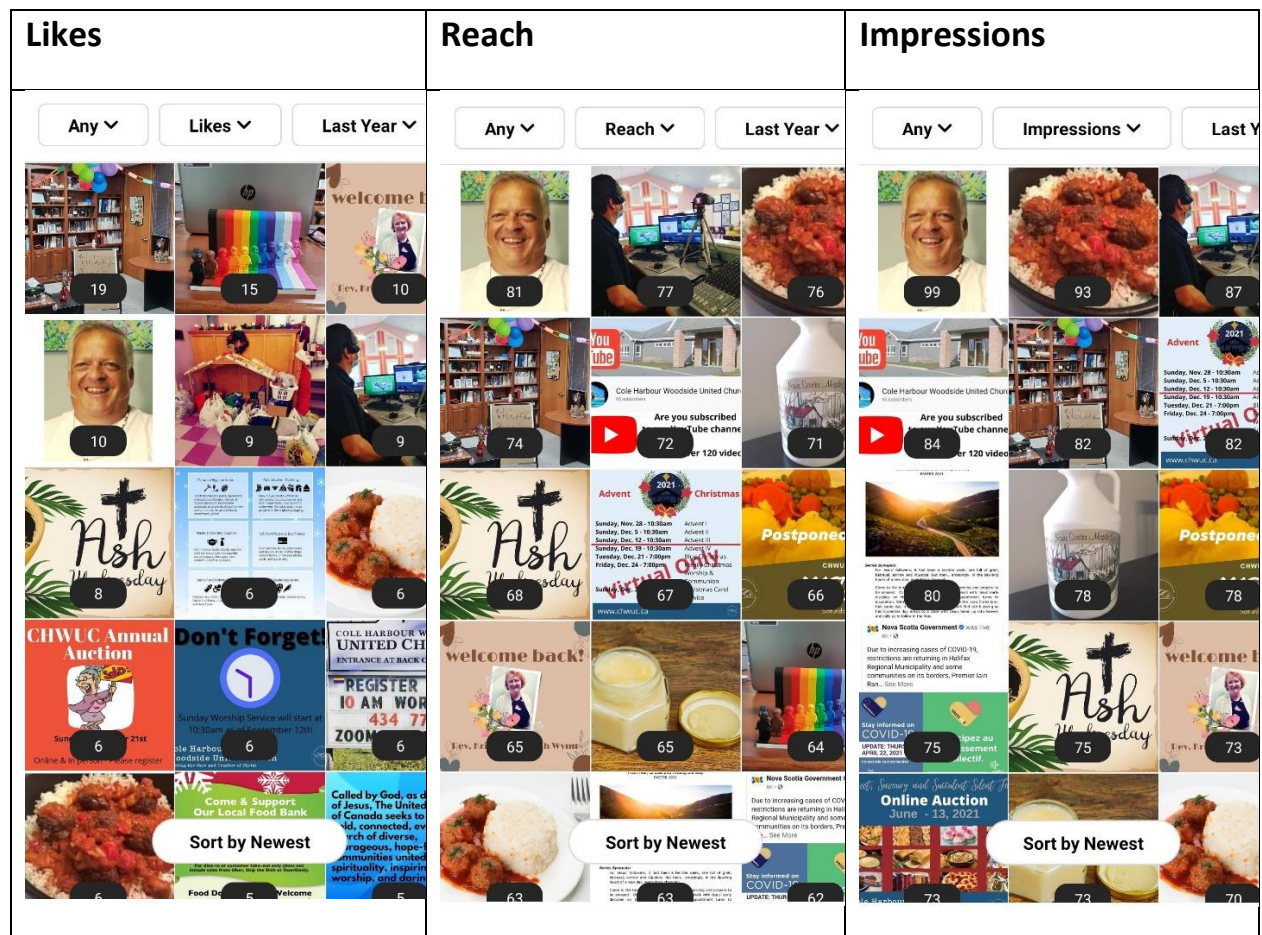
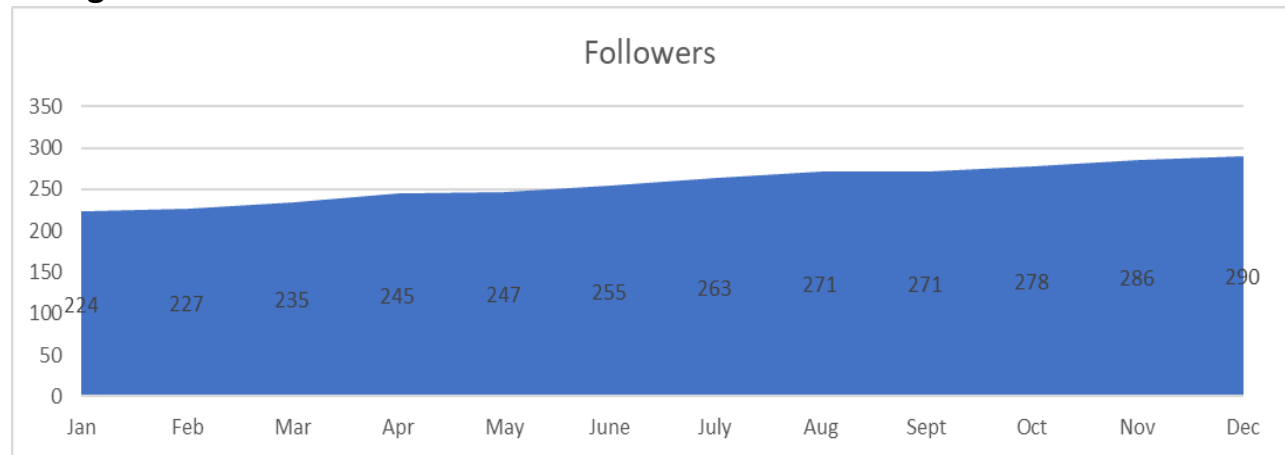
	Months and years											Average per day
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2017		455	464	585	491	216	244	243	396	530	894	914
2018	668	479	845	567	481	488	552	444	607	876	1.0K	814
2019	626	835	875	901	737	580	604	453	572	838	901	884
2020	868	540	918	736	480	420	384	455	1.2K	600	1.5K	484
2021	475	598	611	467	458	451	526	523	514	489	806	703

Posts & pages >		Referrers >		Countries >	
Title	Views	Referrer	Views		
Wellcome	2,996	🔍 Search Engines	1,926		
Staff	372	📘 Facebook	240		
Contact	292	📧 elmsdalecooperativeministry.c...	18		
Home page / Archives	233	📧 united-church.ca	15		
About Us	192	📱 WordPress Android App	15		
The CHWUC Annual Auction is Novem...	187	📧 ns.211.ca	14		
Food Bank	176	📱 gaychurch.org	9		
Calendar	152	📱 canadahelps.org	7		
Community Worship	107	📧 🐦 Twitter	6		
Follow Us	105	📱 🍏 maps.apple.com	5		
View all		View all			
				Country	Views
				🇨🇦 Canada	5,481
				🇺🇸 United States	767
				🇳🇮 Nigeria	91
				🇮🇩 Indonesia	39

## Twitter Stats



## Instagram Stats





## YouTube Stats

**Your videos got 3,147 views in 2021**





**Cole Harbour Woodside United Church**

**Treasurer's Report**

**For The Year Ending December 31, 2021**

**Submitted by Scott Whitehead**

Closing balance at Credit Union					61,841.34		
Outstanding Cheques					3,310.88		
Outstanding deposits					-		
Adjusted Bank Balance					<b>58,530.46</b>		
					Actual	Budget	
YTD Operating Income					222,576.14	288,937.50	
YTD Operating Expenses					244,198.58	318,400.68	
					<b>- 21,622.44</b>	<b>- 29,463.18</b>	

**Cole Harbour Woodside United Church**

**Statement of Fund Balances (Unaudited)**

**For The Year Ending December 31, 2021**

	Opening Balance	Amount Deposited	Amount Withdrawn	Closing Balance	Controlled by:		
<b>Fund Contributions</b>							
Capital Projects	3,221.50	6,989.00	304.75	9,905.75	Trustees		
UCW Fund	5,275.00		-	5,275.00	UCW		
Ministry Expansion	52,243.91	- 21,622.44	-	30,621.47	Church		
Mission and service	-	9,403.10	9,403.10	-	General Council		
Foodbank	17,763.29	7,994.48	3,248.15	22,509.62	Foodbank		
Memorial	13,095.75	70.00	3,466.69	9,699.06	Used for Technology and serenity garden		
Cogswell House	-	1,299.00	-	1,299.00			
Cole Harbour Cares	3,205.00	4,367.00	6,522.00	1,050.00	Cole Harbour Cares		
Gift Cards	20,000.00			20,000.00	Not accessible		

<b>Cole Harbour Woodside United Church</b> <b>Income Statement (Unaudited)</b> <b>For The Year Ending December 31, 2021</b>			
	Actual 2021-01-01 to 2021-12-31		Budget 2021-01-01 to 2021-12-31
<b>General Revenue</b>			
Anniversary	75.00		
Christmas	4,009.00		5,000.00
CHW Resource Center	34.50		2,500.00
Easter	1,538.00		2,500.00
Gift Cards	-		2,500.00
Initial	81.00		200.00
Interest Income	78.00		300.00
Local Givings - Envelopes	69,122.40		76,000.00
Local Givings - PAR	110,774.50		111,000.00
Loose Collection	306.00		500.00
Office Revenue	-		100.00
Parish Nursing	-		-
Sunday School	-		150.00
Thanksgiving	1,425.00		1,500.00
<b>Subtotal for General Revenue</b>	<b>187,443.40</b>		<b>202,250.00</b>
<b>Other Revenue</b>			
<b>Fund Raising Projects</b>			
Cole Harbour UCW	-		2,000.00
Fundraising	22,748.50		15,000.00
<b>Subtotal for Fund Raising Projects</b>	<b>22,748.50</b>		<b>17,000.00</b>
<b>Miscellaneous Revenue</b>			
Hall / Office Rentals	1,150.00		1,400.00
HST/GST rebate	3,214.88		3,000.00
Other Revenue	8,019.36		7,500.00
<b>Subtotal for Miscellaneous Revenue</b>	<b>12,384.24</b>		<b>11,900.00</b>
<b>Total Revenues</b>	<b>222,576.14</b>		<b>231,150.00</b>

<i>Office Expenses</i>				
ADP Fees	412.10			650.00
Bank Charges	261.27			500.00
Office Equipment	4,514.55			3,500.00
Copy Right / Licenses	1,071.05			1,000.00
Miscellaneous	1,520.00			1,200.00
Office Supplies	2,032.21			2,000.00
Postage/Mailing Expense	-			500.00
Printing Expense	217.93			750.00
Service Contract - Fire Inspection	536.49			350.00
Service Contract - Security	332.93			350.00
<i>Subtotal for Office Expenses</i>	<u>10,898.53</u>			<u>10,800.00</u>
<i>Professional Fees</i>				
Guest Clergy/Speaker Fees	1,250.00			750.00
<i>Subtotal for Professional Fees</i>	<u>1,250.00</u>			<u>750.00</u>

<i>Staff Benefits</i>				
Health Insurance	6,490.28			6,190.38
Senior/Part-Time Minister Book/Con-Ed Allow	2,309.20			2,250.00
Senior/Part-Time Minister Christmas Bonus	-			400.00
Senior/Part-Time Minister Travel Allowance	2,891.63			3,000.00
Staff Christmas Bonus	-			300.00
<i>Subtotal for Staff Benefits</i>	<u>11,691.11</u>			<u>12,140.38</u>
<i>Staff Salaries</i>				
Accompanist	2,901.90			2,901.90
Custodial Salaries	7,800.00			7,800.00
Senior Minister salary and housing	78,203.26			78,203.26
Part-time Minister salary and housing	15,178.59			37,950.00
Sabatical Minister salary and housing	9,453.90			-
Minister of Health	-			500.00
Ministry of Music	15,600.00			15,600.00
Secretary Salary	37,499.99			37,500.00
<i>Subtotal for Staff Salaries</i>	<u>166,637.64</u>			<u>180,455.16</u>

Telephone Expense	2,235.86			2,300.00
<i>Subtotal for Telephone/Internet Expense</i>	2,235.86			2,300.00
<i>Utilities</i>				
Electricity	5,641.86			6,500.00
Oil	6,300.00			6,000.00
Water	1,772.40			2,200.00
<i>Subtotal for Utilities</i>	13,714.26			14,700.00
<i>General Expenses</i>				
Art/Design/Flowers Expense				
Bulletins	100.05			175.00
United Church Assessment	9,136.00			10,000.00
Confirmation	432.11			500.00
Fellowship Committee	18.33			200.00
Funeral Ministry	319.28			250.00
Ministry and Personnel	-			200.00
Piano Expense	649.58			750.00
Pastoral Care	162.39			300.00
Resource Expense	274.89			250.00
Fundraising expenses	9,539.50			3,000.00
Family Programming	321.94			500.00
Sunday School	605.87			500.00
Technology	-			500.00
Property Tax (including commercial use)	- 510.35			-
Worship Committee	162.00			500.00
Youth Ministry	239.54			500.00
<i>Subtotal for General Expenses</i>	21,451.13			18,125.00
<b>Total for Operating Expenses</b>	<b>244,198.58</b>			<b>254,720.54</b>
Short Fall	- 21,622.44			- 23,570.54
<b>Respectfully Submitted,</b>				
<i>Scott Whitehead</i>				

Cole Harbour Woodside United Church						
BALANCE SHEET (Unaudited)						
AS AT DECEMBER 31, 2021						
<b>ASSETS</b>						
	Operating Assets					
		Operating Account				30,878.27
		Savings Accounts:				
			Sav Equity Share 1		5.00	
			Surplus Share		45.00	
			GIC #1		6,827.26	
			GIC #2		9,527.72	
			GIC #3		7,226.75	
			GIC #4 Ministry Expansion		7,331.34	
		Total Savings Accounts				30,963.07
		Gift Cards				20,000.00
		BOARD OF TRUSTEES				
			1 share CUA		50.00	
			Murtha Fund Investment		3,000.00	
		Trustees account				3,050.00
	Total Operating assets					84,891.34
	Fixed Assets					
		Land			260,000.00	
		Building			2,217,000.00	
		Contents of building			289,000.00	
	Total Fixed Assets					2,766,000.00
	Total Assets					<b>2,850,891.34</b>
<b>LIABILITIES</b>						<b>NIL</b>
<b>EQUITY</b>						<b>2,850,891.34</b>
Respectfully Submitted,						
<i>Scott Whitehead</i>						

## United Churches for Dartmouth (UCfD) – 2021 Annual Report

United Churches for Dartmouth is a venue for collaboration and sharing between congregations of the United Church in Dartmouth, NS. In terms of the new United Church structure, it is an example of a “cluster”. The group normally meets quarterly, rotating between the various congregations. However, in this COVID year we met eight times by Zoom. In general, many of the members of UCfD are representatives of the congregational Boards, although all are welcome. During 2021 we had increased participation by clergy, and from the Lawerencetown-LakeEcho pastoral charge.

Ongoing UCfD initiatives like Spirit Café remained on hold due to pandemic public health policies. However, Spiritual Reflections (3 days a week until July, then weekly) by members of the clergy (and others) continued. Kids’ Corner was maintained until July (3 days a week). As children were back in school in the autumn KC was not restarted in September. Shared Adult education events were held in the spring and autumn.

The UCfD Facebook site for sharing inter-congregational and community events continued to provide a venue for sharing worship and congregational development activities. Weekly postings of services times (and venue) provided a common place for people to see what services congregational events (suppers and sales). The Facebook site aims to provide a venue to announce and share events between congregations and also to promote events of the larger Dartmouth community.

<https://www.facebook.com/groups/UnitedChurchesforDartmouth/>. Come check out what is going on.

UCfD has been working to promote common United Church projects, resources and sharing of costs. Two such projects were “Lent in a Bag” and “Advent in a Bag.” In both cases congregations shared ideas for content and the cost of buying bags (and other materials) in bulk. These projects provided a tangible means to reach out to congregational members isolated at home due to the pandemic.

One of the main benefits of UCfD/DUF has been the opportunity for members of congregational boards to meet and exchange ideas. At every meeting there is an opportunity for each congregation to tell the others what their congregation has been doing and has planned for the next quarter. Other congregations then have the opportunity to ask questions and some amazing discussions have resulted. Often, we have been able to share knowledge of resources for building repairs and other issues.

Respectfully Submitted

Mark Hazen, Chair United Churches for Dartmouth.

## Cole Harbour United Church Women Annual Report – 2021

### Purpose:

To unite women of the Congregation for the total mission of the Church and to provide a medium through which we may express our loyalty and devotion to Jesus Christ in Christian witness, study, fellowship and service.

The Cole Harbour Unit meets the first Monday of each month, if possible, at 7:00 pm in the Sanctuary due to Covid 19 protocols.

The following was our slate of officers for the year 2021:

President	Adell Thomas
Vice President	Margi Bain - January to September September to December - Vacant
Secretary	Diane Morash
Treasurer	Carole Reid
Cards & Flowers	Jean Giddens
Baptismal Candles	Donna Rasmussen
Unified Board	Susan Grant
Telephone	Daphne Stevenson
Social Committee	Dolores Adams, Suzanne Parsons, Susan Grant, Donna Rasmussen and Gayle Crooks.

World Day of Prayer service was held on Friday March 5, 2021, written by the women of Vanuatu, Building on a Strong Foundation, Mathew 7:24-27. The service was available on You Tube.

Due to the weather and the church being closed we cancelled our meetings in February, March, and May. Shane Doucette provided us with a Bible Study on “Forgiveness” at our November meeting.

We dined out in June and December at Pilot's Pub along with the WWW. Several of our annual fundraisers were cancelled. We participated in a Blessings Calendar in May, and the Travelling Basket is again making the rounds. We continue to send cards to our Seniors at Christmas and Easter. We continue to support Phoenix House at Christmas; with the help of the congregation, we were able to provide 32 bags of personal care items and a large amount of gift cards.

I extend thanks to all our members who helped continue our work throughout these difficult times. Through their efforts we were able to pay \$557.85 for the paint to paint the church hall. Thank you to Terry Hines and crew for a job well done. We also gave \$600 to the Mission and Service Fund. At Christmas we donated \$300 to a family in need.

We welcomed two new members this year: Joyce Pye and Joann Chapman.

I want to thank all our members for all their patience this past few months as we continue to live out our purpose as United Church Women.

Respectfully submitted,  
Adell Thomas  
President Adell Thomas - President



**Financial Report 2021**  
**United Church Women - Cole Harbour Unit**

Bank Balance December 31, 2020	\$1,715.13
Cash on hand	\$29.85
Total	\$1,744.98

Receipts 2021			
"UCW Fund"		\$5,275.00	
Members Fund Raisers			
May	\$330.35		
December	\$180.00	\$510.35	
Collections		\$252.00	
2 - 2020 cheques returned not cashed			
x #251 - 9/11	46.40'		
x #254 -			
12/11	52.90'	\$99.30	
Travelling Basket		\$40.00	
Total Receipts			\$6,176.65
Total Funds on Hand before Expenditures			\$7,921.63

**Expenditures 2021**

To be held in "UCW Fund"	\$5,275.00	
Mission & Services Fund	\$600.00	
Cost of Paint for Kitchen/Hall	\$557.85	
Donations & Gifts	\$343.10	
Cards & Flowers	\$276.08	
Halifax Presbyterial UCW Dues	\$80.00	
Bank Maintenance Fee	\$30.00	
Total Expenditures		\$7,162.03
Total Funds December 31, 2021		\$759.60

**Reconciliation of Funds**

Bank Balance - December 31, 2021	\$729.75	
Cash on Hand	\$29.85	
<b>Total Funds December 31, 2021</b>		<b>\$759.60</b>

Respectively Submitted

Carole Reid, Treasurer

<b>Proposed Budget 2022</b>				
<b>United Church Women - Cole Harbour Unit</b>				
Finance Committee				\$1,500.00
Mission & Service				\$600.00
UCW Projects				\$300.00
Donations & Gifts				\$1,000.00
Kitchen Supplies and Equipment				\$500.00
Catering				\$400.00
Cards, Stamps, Flowers				\$300.00
No Changes in 2022				
Donation to Finance Committee 2021				\$557.85
Donation to Finance Committee 2020				\$1,500.00
Donation to Finance Committee 2019				\$3,000.00
<b>CHWUC "UCW FUND"</b>				
Balance of December 31, 2021				\$5,275.00

## **Worship Committee Report – 2021**

The purpose of the Worship Committee is to plan the worship services for Cole Harbour Woodside United Church. This includes details such as looking after preparation and serving of Communion, arranging special services throughout the year, considering new forms of worship, reviewing guidelines for weddings, funerals and baptisms and being responsible for the Church Sanctuary.

Susan Grant continues to chair the Worship Committee. Members of the committee are Charles Myra, Megan Nicholson, Janet Barker, Alison Stark, Lindsay Wallace and Deb Kenney & Kelly Warren. Our committee is being guided by Rev Michael Mugford, Rev Krista Elizabeth and Shane Doucette (who was our replacement while Rev Michael was on Sabbatical.)

This last year during all the Covid 19 restrictions has been a time of technology that the congregation of CHWUC have adapted to in order to continue the business of the Church and to worship together by Zoom. We are very fortunate to have Ron Barker and his team, who is such a dedicated man and continues to monitor and look after the sound booth on a weekly basis. Fortunately, at the end of the summer, with limited seating, we were able to resume in house services once again and the services continued to be available on YouTube and Zoom. Unfortunately, we had to close the doors to in house services during the month of December, which meant that we had to have our Christmas Eve service at 7pm by Zoom.

The monthly regular “Quiet” worship services at the Parkland Retirement Home and The Berkley are on hold for now until Public Health allows these once-a-month services to continue.

Epiphany and Lent and Easter services: were broadcasted again on Zoom.

The Sunday School program was on Zoom at 9:30 am for the majority of the year, until the Fall when the children met in the Hall and continued with their Sunday School program. When the doors opened a congregation barbeque was planned after the Blessing of the Backpack service on September 12<sup>th</sup>. Many thanks to the teachers who helped prepare the 30 Lenten craft bags for the children. We once again thank the dedication of our Sunday School teachers.

Charles Myra continues as our choir director/pianist at CHWUC. Many thanks for his dedication during these trying times. Unfortunately, our talented choir have been unable to perform both the Easter and Christmas Cantatas, which we all looked forward to each year.

We are always interested to talk to any members of the congregation, who feel that they would like to contribute to CHWUC by volunteering for the Worship committee.

A special thanks to the many people behind the scenes who I may have forgotten that continue to make CHWUC a meaningful, spiritual place to worship and may we never stop offering the “Care and Comfort of Christ.”

Susan Grant, Chair

## **BY-LAWS**

### **OF COLE HARBOUR WOODSIDE UNITED CHURCH**

**Adopted by Congregation - February 8, 1987**

**Approved by Presbytery - 1987**

**Amended by Congregation - February 3, 1991**

**February 9, 1992**

**February 7, 1993**

**January 28, 2018**

**February 9, 2020**

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#### **1. Form of Organization**

Pursuant to section B & G of the Manual (38<sup>th</sup> revised edition, 2019), Cole Harbour Woodside United Church, hereinafter referred to as “the congregation”, shall use a form of organization consisting of Standing Committees and Unified Board as described hereunder.

2. **Membership** in Cole Harbour Woodside United Church is encouraged for all members of committees and the Unified Board. It should be noted that, according to the Manual Section B.3.7.1 and Section B.3.7.2, “All full members whose names are on the membership roll have the right to vote at all meetings of the congregation. Adherents may vote at meetings of the congregation if the full members decide to allow adherents to vote.”

#### **3. Elected by Congregation**

The Annual Congregational Meeting shall elect:

Treasurer of the congregation

The Chairpersons and members of its Standing Committees as provided hereunder

The Chairperson of the Unified Board/Congregational Meetings

Members-at-large of the Unified Board as prescribed hereunder

Representatives of Cole Harbour Woodside United Church to Regional Council.

#### 4. **Standing Committees**

The congregation shall elect to the extent possible equal numbers of men and women as members of the Standing Committees. Except where Pastoral Relations are under consideration, the Minister shall be a member of the Unified Board and of all the Standing Committees, Special Committees, Ad hoc Committees and Task Forces as provided herein and any Supervised Field Education Students or Interns assigned to the congregation shall be a corresponding member of the groups mentioned above.

The congregation shall establish the following Standing Committees with the common duties listed herewith:

Meet on a regular basis

Carry out the duties specifically assigned to them hereunder

Prepare budgets for its operation and program costs

Appoint one (1) of its members, preferably its chairperson, and one

(1) alternate in his/her absence, to be a member of the Unified Board

Be accountable to and report to the Congregational Meeting

and between Congregation Meetings, to the Unified Board

##### 4.1 **Building & Property Maintenance Committee**

-to oversee the maintenance and repair of the Church buildings  
and grounds

-to submit to the Unified Board annually a list of outstanding  
repairs and maintenance projects for the facility

-to submit to the Finance Committee an estimate of the cost of  
repairs and maintenance to the annual budget

-to liaise with groups using the building to hear about any concerns  
associated with the facility

-to arrange for a substitute in the absence of the caretaker

-to arrange for snow & ice removal

-to arrange for appropriate grounds keeping

**Membership:** at least four (4) members

**Term:** a two (2) year term, electing one-half of the membership each year

4.2 **Fellowship Committee**

- to create greater fellowship within the congregation
- to organize weekly after-service Coffee Hour following worship
- to co-ordinate special social events as requested by Unified Board

**Membership:** at least six (6) members

**Term:** a two (2) year term, electing one-half of the membership each year

4.3 **Finance Committee**

- to secure contributions for local expenses including Region 15 funds
- to disburse the money
- to prepare and present annual financial statements
- to prepare and present financial reports to Unified Board
- to prepare the annual budget for submission to the Unified Board
- to oversee the counting, recording and deposit of weekly offerings
- to oversee duties of the Treasurer
- to oversee all Memorial Funds
- to issue receipts and keep records

**Membership:** at least two (2) members + Treasurer + Envelope Steward + Church  
Trustee + one (1) UCW Representative + Stewardship/Fundraising  
Coordinator

**Term:** a three (3) year term, electing one-third of the membership each year

4.4 **Ministry & Personnel Committee**

- to provide a confidential setting for the support, consultation and assessment of all persons in the service of the congregation including the Minister(s), the Office Administrator, the Parish Nurse, the Choir/Music Director and the Caretaker

- to review and recommend annually to the Unified Board salaries, honoraria, travel allowances and working conditions of the Minister(s), staff members and others
- to oversee the implementation of the Screening Policy for Congregational members in a position of trust or working with children and/or youth
- consult with all members of the staff of the Church about their plans for continuing education and ensure that those eligible avail themselves of the provisions for continuing education and that money and time are made available
- review and evaluate annually the effectiveness of the staff of the church
- review annually the responsibilities of all staff of the Church and revise position descriptions when required or requested

**Membership:**        **at least six (6) members**

**Term:**                **a three (3) year term, electing one-third of the membership each year**

**4.5        Lay Supervision Team**

- to support, advise and evaluate student minister(s), or intern(s) acting as a liaison with the congregation
- report to the Unified Board

**Membership:**        **at least four (4) members + Intern; 3 appointed by Unified Board; &  
1 selected by intern**

**Term:**                **one (1) year to coincide with Internship or SFE Placement**

**4.6        Pastoral Care & Welcoming Team**

- to ensure all newcomers to the Church are adequately welcomed
- to undergo training in the various aspects of Pastoral Care
- to commit oneself through a service of commissioning to become a lay pastoral caregiver
- to accept responsibility for visitation or particular persons/families and the exercising of pastoral care through listening, affirmation, referral and prayer
- to minister to new families, senior citizens, persons confined to home, the bereaved, the ill and those facing personal/family or marital crisis

**Membership:**        **members of the Pastoral Care Team are without term**

**4.7        Outreach Ministry**

- to be responsible for the development of social action, social service and education

under the umbrella of the church

- to be responsible for current outreach ministries: Food Bank, Funeral Ministry, Hope Cottage and Prison Ministry
- to cultivate knowledge and conviction concerning the Mission of the church in all its aspects among all age groups

**Membership: one coordinator (two-year term) and members from each approved outreach ministry**

#### 4.8 **Worship Committee**

- to review and evaluate the worship practices of the Congregation
- to evaluate the Sunday order of worship regularly
- to share the planning of worship as required
- to encourage the study of the nature and meaning of Christian worship
- to plan worship for the Church year
- to encourage involvement of lay people in the leadership of worship and prepare those who are involved in services
- to consider new forms of worship
- to consider the language of worship
- to set policy regarding the invitation of guest ministers/preachers
- to arrange for pulpit supply in the absence of the minister
- to set guidelines regarding the use of worship facilities and space
- to review guidelines for weddings, funerals, and baptisms
- to review the guidelines for music in both the choir and Congregation
- to be responsible for the maintenance of the church worship equipment...i.e. piano
- to be responsible for the Church sanctuary in order to enhance the richness of



- our worship experiences
- to change pulpit hangings and communion runners in keeping with the appropriate liturgical colour for the day or season
- to purchase flowers/plants as required
- to arrange for decorating of church at Thanksgiving/Easter/Christmas
- administration of the sacraments-provide juice and bread and arrange for assistants as necessary
- in consultation with clergy to approve weddings and baptisms

**Membership:**      in addition to the Chairperson; One (1) Choir Director, one Sunday

**School Representative: & Two (2) Members-at-large**

**Term:**                a two (2) year term, electing one-half of the Membership each year

#### 4.9    **Nominating Committee**

- to nominate a slate of officers and committee members for election at the Annual Congregational meeting
- to nominate for vacancies as required on various committees to the Unified Board
- to find creative ways of contacting potential volunteers
- to become actively involved in the work of the church
- to provide clear information regarding the work of committees for people encouraged to take part in church activities
- to be in touch on a regular basis with committee chairs and members to determine their individual and committee needs
- to encourage the sharing of individual gifts and talents by all members of Cole Harbour Woodside United Church in all aspects of congregational life
- to recommend suitable lay people to the region for license to preach

-to recommend suitable candidates for the ordained or for the Diaconal  
Ministry

**Membership:**     **The Chairperson of the Unified Board and three (3) others**

**Term:**             **a two (2) year term, electing one-half of the membership each year**

#### 4.10     **Trustees**

- to ensure that the church buildings are suitably insured for all aspects of theft,  
fire or liability
- to ensure that all safety codes, necessary permits and equipment checks are  
conducted as frequently as necessary
- to devise a fire safety plan and conduct fire drills during church services once a  
year
- to ensure that fire and entrance alarms are working and to be responsible for  
assigning of entry codes to authorized members of the congregation
- to acquire, sell, mortgage, exchange or lease the property of the congregation
- to erect, enlarge, demolish, rebuild or effect major renovations to any building  
held by the congregation with the prior consent in writing of the Region
- to be accountable to the Unified Board

**Membership:**     **no fewer than three (3) or more than fifteen (15) members a majority  
of whom shall be members of the United Church of Canada**

**Term:**             **Without term**

#### 4.11     **Health Ministry Team**

- foster healing and wholeness of body, mind and spirit through prayer, pastoral  
care, health promotion, education and advocacy

- approve and review the Parish Nurse Position Description annually
- support the Parish Nurse
- provide an annual performance review for the Parish Nurse in consultation with the Ministry & Personnel and the clergy
- assist the Parish Nurse to develop a strategic health plan and programming for the church
- regularly evaluate the programs offered using a congregational health survey
- promote self-care and wellness in body, mind and spirit at Cole Harbour Woodside United
- link Cole Harbour Woodside United with community initiatives which complement and enhance the goals of the Health Ministry Team
- determine ways to increase the visibility of Cole Harbour Woodside in the community through health initiatives
- provide M & P with input on the budget for the Health Ministry Team
- be accountable to the Unified Board

**Membership:**    six (6) to ten (10) members plus clergy and the Parish Nurse

**Term:**            Without term

#### 4.12    **Resource Centre**

- operate the Resource Centre as a profitable business providing Christian books, study materials and church supplies to individuals and churches within the Maritime Provinces
- ensure that the Resource Centre has a sufficient number and variety of items in the inventory using UCRD and any other suppliers as necessary
- advertise and promote the Resource Centre throughout the Maritime

## Provinces

- recruit and train volunteers to staff the Resource Centre during business hours  
and to conduct book displays as necessary
- ensure that the financial statements and books of the Resource Centre are  
audited biannually
- be accountable to the Unified Board

**Membership:**    **four (4) to six (6) members including one member of the congregation  
functioning as the Executive Director**

**Term:**            **without term**

### 4.13        **Stewardship/Fundraising Committee**

- facilitate fund raising events and projects in support of the annual budget
- function as the source of approval for all fundraising events and projects held  
for the church
- submit in February and September a list of proposed fundraising events and  
projects to Unified Board
- liaise with the Finance Committee prior to the formation of the annual budget  
as to the fundraising needs of the congregation
- educate the congregation on the mission of CHWUC and the wider United  
Church
- educate the congregation on the funds needed for this mission and how they  
will be used
- assist and encourage the entire congregation in prayerful support of the  
membership covenant and mission through the contribution of their gifts and  
talents
- coordinate with the Unified Board to prepare, implement and monitor an  
annual stewardship campaign
- submit newsletter and bulletin articles regularly and provide verbal

reports/information so as to regularly communicate to the congregation the status of any stewardship campaigns, current financial status and educational opportunities

-be accountable to the Unified Board

**Membership:**     **four (4) to six (6) members including representation from the Finance Committee + Stewardship/Fundraising Coordinator**

**Term:**             **a two (2) year term, electing one-half of the membership each year**

4.14     **Comfort Quilters**

The Comfort Quilters are a group of individuals who use their creative skills and talents to produce original handcrafted articles which they offer for sale to the public. An annual “Quilt Show” is held each fall in the Sanctuary. CHWUC provides a designated space within the church for this group. This is a unique ministry within the church as it gives these individuals an atmosphere which is supportive of each other. The Comfort Quilters have representation on the Unified Board.

4.15     **Technology**

-provide technical support to services held in the Sanctuary

-maintain the audio-visual equipment in the sound booth and the Sanctuary

-advise the Unified Board of relevant improvements in technology which, if purchased and installed, would enhance worship services

-assist in theatre performances and concerts held in the Sanctuary as fundraising ventures

**Membership:**     **two (2) to four (4) members**

**Term:**             **Without term**

4.16

**Faith Formation Committee**

- to recruit teachers and leaders for the Sunday School
- to plan for and provide teachers training and leadership enrichment resources including curriculum
- to oversee the planning of Sunday School closing, appreciation event
- to encourage persons of all ages and stages to grow in their relationship with God within the context of their Individual and church family experience
- to assess the educational needs of the church
- to develop current and new programs for life-long learning
- to encourage participation in learning programs
- to support and encourage the church's discernment process for ministry
- to create a directory of resources and personnel
- to facilitate and support the development of a youth group and/or youth activities
- publicize educational opportunities and events held within CHWUC and the wider community
- develop an estimate of budget needs in consultation with the Finance Committee
- be accountable to the Unified Board

**Membership:** In addition to the Chairperson, one Sunday School Representative, one Youth group representative, and two (2) members at large.

**Term:** a two (2) year term electing one half of the Membership each year

4.17

**Affirming Committee**

- A member of the Affirming Committee will be a part of Unified Board and provide updates regarding minutes, upcoming events, etc.
- provide at least one affirming service per quarter and a PRIDE service in July
- Join with other congregations to walk in the PRIDE parade annually
- Focus on other minority segments of the population (people of colour, people with disabilities, aboriginal peoples, the financially disadvantaged) to ensure that CHWUC is expanding to include them

- Provide support and advocacy for other churches in the area who are inquiring about the affirming process
- Budget annually to pay the dues associated with maintaining membership with Affirm United
- Have copies of the Affirm United newsletter available to the congregation
- Seek out learning opportunities/workshops on racism issues and gender issues, and notify the congregation of such opportunities
- Encourage regular inclusion of LGBTQ+ and other marginalized peoples in hymns and prayers
- Encourage regular conversation in Sunday School around family diversity
- Arrange to send a representative to the Affirm United Annual Conference when funding permits
- Review and revise action plan on an annual basis

**Membership: five (4) people + one youth member + one coordinator**

**Term: a two (2) year term, electing one-half of the membership each year**

## **5.0 Special Committees**

The congregation may establish Ad hoc committees and task forces as it deems advisable with stated duties.

The Chairperson of an Ad hoc committee or task force shall be a member of the Unified Board during his/her term of office.

## **6.0 Unified Board**

**6.1 Duties:** The Unified Board, subject to the direction, guidance and Mission

Statement of the congregation shall:

- co-ordinate specific activities of the various committees
- initiate specific activities to be undertaken by the Unified Board or appropriate

committees

- receive, consider and act upon reports and recommendations of the committees
- submit to the congregation policy recommendations requiring their approval
- direct correspondence and related matters to the appropriate committee
- set time and place of meetings of the congregation
- establish committees when necessary to:
  - a) organize congregational visitation
  - b) be responsible for the conduct of members with power to exercise discipline
  - c) review the Mission Statement every three (3) years
  - d) receive and judge petitions from members
  - e) transmit petitions, etc. to Region 15
- establish other committees as required

**6.2      Membership:**    The Unified Board is composed of:

- the Chairperson of the Board
- the Past Chairperson of the Board
- Secretary of the Unified Board
- Treasurer of the congregation
- one (1) appointee from each of the Standing Committees  
preferably the Committee Chairperson
  - one (1) appointee from the U.C.W.
  - one (1) appointee from the Trustees for one (1) year
- no less than four (4) or more than eight (8) members-at-large elected by the congregation including at least two (2) youth members appointed for a two (2) year term, one-half to be elected each year, experienced in various facets of the life and work of the Church, particularly in issues and concerns current and emerging



- the Chairpersons of Special Committees and of the Ad hoc committees and task forces appointed by the congregation or the Unified Board shall be members of the Unified Board during his/her term of office

### **6.3 Meetings**

- except for the months of July and August, the Unified Board shall meet monthly
- the Unified Board may meet as needed in special meetings
- the Unified Board may establish Ad hoc committees and task forces as deemed necessary by the Board to perform its duties
- the Unified Board may assign additional related duties to any of the Standing Committees

### **6.4 Quorum**

- if there is a majority of the members of the Unified Board, including at least one (1) of the following: Past Chairperson, Chairperson, Secretary and Treasurer, present at the time and place notified for a meeting of the Board, the members present may act or make any decision in the name of or on behalf of the Board

### **6.5 Accountability and Reporting**

- the Unified Board shall be accountable to and report to Annual or Special Congregational Meetings

## **7. Amendment to By-Laws**

If a member of the congregation presents to the Secretary of the congregation a motion to amend the by-laws, the Secretary shall give within a week, notice of a Congregational Meeting to be held within three weeks to deal with the motion to amend and shall give with the notice a copy of the motion to amend.

## **APPENDIX A**

### **Cole Harbour Woodside United Church**

Screening Procedures for positions of Trust and Authority:

#### **Introduction:**

Cole Harbour Woodside United Church conforms to the policies of the United Church of Canada concerning the screening of volunteers as detailed in the handbook "Faithful Footsteps."

"Faithful Footsteps" states:

"The United Church of Canada has a legal, moral and spiritual duty to care for and protect participants in our Church programs. This is a legal principle called "Duty of Care", and Church groups have been, and will be, held legally responsible for ensuring reasonable measures are taken to ensure safety."

#### **Responsibility: \*\*\***

Screening procedures will be administered by the Ministry & Personnel Committee as directed by the Unified Board. This Committee is responsible for:

- 1) identifying volunteers in a position of trust
- 2) identifying volunteers who work with children and youth
- 3) ensuring that the relevant screening procedures are completed by the volunteers
- 4) receiving and reviewing criminal records and child abuse records checks
- 5) ensuring safe storage of personal information concerning volunteers
- 6) keeping all information confidential

Members of the Ministry & Personnel Committee are required to complete and sign a Confidentiality Agreement and to be familiar with the contents of the handbook "Faithful Footsteps."

**\*\*\*Amended March 2016 to remove MOA with RCMP**

#### **Individuals in a Position of Trust: \*\*\***

- 1) Individuals who hold a position of trust with regard to financial and personnel matters include:
  - a) Church Treasurer

- b) Members of the Finance Committee with signing authority
- c) Church Secretary
- d) Treasurers/Signing Authorities for Church groups
- e) Ministry & Personnel Committee

These individuals are required to complete a Criminal Records Check form and take it to the RCMP Detachment at Cole Harbour or any HRM Police station. Relevant costs will be paid by Cole Harbour Woodside United Church. Police will return completed forms to the individual who will give it to a member of the Ministry & Personnel Committee or Church Secretary. Files will be established for these volunteers and kept in a secure cabinet.

**An original Criminal Records Check that is not more than five years old will be accepted. A copy will be made and the original returned to the volunteer. \*\***

2) Individuals who work with or have contact with children and youth include:

- a) Clergy/Intern/Student Minister
- b) Youth Leaders
- c) Sunday School Teachers
- d) Nursery Staff
- e) Pianist/Music Director
- f) Church Caretaker
- g) Sound Technicians

**\*\* Amended November 2013**

**\*\*\* Amended March 2016 to remove Offering Counters**

These individuals must complete the Criminal Records Check and The Child Abuse Registry check form. The completed Child Abuse Record form will be sent to the Department of Community Services by the individual. This form will be returned to the individual who will bring it to a member of the Ministry and Personnel Committee or the Church Secretary to have a copy made. The original will be return to the individual; a copy will be filed with Ministry and Personnel. Files will be established for these volunteers and kept in a secure file cabinet.

**Please note that an original Child Abuse Record check from another organization that is not more than three (3) years old will be accepted. \*\***

**Security:**

Ministry & Personnel Committee members will have access to a locked filing cabinet for storage of personal files for volunteers. Only designated members of this committee will have the keys to this cabinet.

**Negative Records Checks:**

When a negative record check is received the matter is to be referred to the Nominating Committee of the Unified Board. This committee consists of the following individuals;

- a) Minister
- b) Chairperson Unified Board
- c) Chairperson Board of Trustees
- d) Chairperson Ministry & Personnel Committee or Co-Chairperson

The Nominating Committee will review the received information, consult with the police or Department of Community Services as necessary and make a decision as to whether the applicant will be accepted as a volunteer. If necessary, a letter will be sent to the individual if he/she is deemed not acceptable as a volunteer.

Members of the Nominating Committee are required to complete and sign a Confidentiality Agreement and to be familiar with the content of the handbook "Faithful Footsteps."

**\*\* Amended November 2013**

**UCW and Pastoral Care Committee:**

Members of the UCW and the Pastoral Care Committee are to make home visits with two people present whenever possible. This is deemed to be a cautious and safe procedure for both the visitors and the person being visited.

The President of the UCW is to ensure this policy is followed for the members. The Minister is to ensure that the Pastoral Care Committee comply with this procedure.

**Reports of Physical and/or Sexual Abuse:**

Complaints of physical and/or sexual abuse will be referred to the Department of Community Services by the individual who becomes aware of the incidence. It is the law in Nova Scotia that anyone who witnesses, or suspects child abuse must make an immediate report to the Department of Community Service to the appropriate district office. The complainant will then inform the Nominating Committee that a complaint has been made.

**Duration of Records \***

Criminal Records checks will be in effect for five (5) years. Child Abuse Registry Checks will be in effect for three (3) years.

### **Destruction of Records \***

The records of individuals who, as a volunteer, are no longer subject to the Screening Procedures Policy of Cole Harbour Woodside United Church will be held on-site for 12 months and then destroyed by shredding. This destruction of records will be witnessed by two members of the Ministry and Personnel committee and a record will be kept as to the name of the individual, the date of the destruction and the witnesses present.

### **Commitment:**

“The United Church of Canada is committed to providing a safe environment for worship, work and study in all Pastoral Charges, congregations, institutions, agencies and organizations, or other bodies which operate under its name. The United Church of Canada seeks to ensure that all staff, volunteers and ministry personnel who work with vulnerable individuals in United Church settings share this common commitment. This commitment will be demonstrated by staff, volunteers and ministry personnel showing respect for personal boundaries, protecting others from harm and abuse, and enabling those in their care to learn and grow without fear of exploitation.”

Faithful Footsteps

**\*Amended January 2013**

## **APPENDIX B**

### **COLE HARBOUR WOODSIDE UNITED CHURCH**

#### **CATERING POLICY**

##### **Introduction**

Cole Harbour Woodside United Church Women (UCW) are asked frequently to cater to functions held at the church. This can involve a reception for a funeral, an anniversary, a choir performance, a Presbyterian function. There will be no fee for a CHWUC sponsored functions.

Supplies for refreshments are purchased and/or supplied by the UCW. History has shown that most of these events involve large numbers of people and certainly tax the energies of the members of the

UCW. It is important for the group to receive an appropriate level of remuneration for each catering event.

### **Prices**

Catering prices are as follows:

Sandwiches & sweets and refreshments (coffee, tea, juice) ...\$5.00 per person (suggested donation)

### **Office Procedures**

Groups or families wishing to have the UCW cater their event are to speak to the Church Secretary and/or the Minister who will contact the President of the UCW concerning availability.

The Church Secretary will indicate the price arrangement and ascertain the number of guests attending the event. This will allow the Church Secretary to give an overall price for the function.

### **Exception to this policy:**

The Church Staff have the discretion to alter the pricing structure under extraordinary circumstances such as: financial considerations, as well as funeral receptions for Church members and adherents. There will be a minimum donation of \$200.00 for a funeral reception. This decision will be discussed with the President of the UCW.

Effective Date: April 2017

## **APPENDIX C**

### **Cole Harbour Woodside United Church**

#### **Social Media Policy**

**September 24, 2017**

Cole Harbour Woodside United's Mission Statement:

**Offering the care and comfort of Christ**

Social Media Policy Purpose:

- Create more opportunity for the congregation and its community to engage with one another
- Build a sense of community internally
- Increase visibility/profile externally, demonstrating the nature of Cole Harbour Woodside United Church's (hereafter referred to as CHWUC) faith community and its involvements and focuses.

Currently, audio recordings of Sunday services are being made for those who are unable to attend. It is generally considered that anyone who actively participates in a church event, i.e. making announcements at Sunday service, doing the Call to Worship, etc., is giving their consent for any media recordings. Permission forms are available to allow under aged participants to be photographed/recorded.

Using new technologies to share and celebrate our faith and to conduct outreach is best done in a collective, collaborative manner – the greater the participation of the faith community, the more effective the celebration and outreach will be. Along with this comes a loss of some direct control on the part of the church leadership. In order to maximize the benefits of these activities and minimize the risk, CHWUC will adopt and promote the following guidelines.

1. CHWUC will employ social media and online tools including, but not limited to, Facebook, YouTube, Twitter, Instagram, and Live Streaming, and content will include, but not be limited to, text, photo, video, audio, or chat.
2. CHWUC will seek to ensure that its online presence respects all applicable rights, including copyrights with respect to intellectual property, and legal protections. These are not limited to, but may include such legal concepts as ‘reasonable expectation of privacy’, under which a church sanctuary does not meet the definition of private space and, as such, photography and videography within the sanctuary is legal. In general, such photography/videography will be of those in worship leadership, although there may be times when the congregation will be the subject. For social occasions, i.e., concerts, dinners, coffee time following worship, videography and photography may be taken.
3. Beyond the ‘letter of the law’, CHWUC will seek to ensure that its online presence respects the sanctity of certain faith activities. For example, no photography or video may be taken during funerals, unless there is express written or verbal consent from the family. Verbal consent must be witnessed by two (2) people. For other occasions, worship should not be disrupted by those taking pictures. Please consult applicable policies, i.e. the Wedding Policy, for particulars.
4. All members of the CHWUC community who contribute to CHWUC’s online communication shall refrain from identifying individuals in captions, tags, or any other aspect of content without the individual’s consent.
5. Communications must be respectful of others. Communications that are obscene, defamatory, profane, libelous, threatening, harassing, abusive, hateful, ridiculing, or embarrassing to others will not be tolerated. As the social media belongs to a faith community, users will not participate in secular political debates. See Item #9 of this policy.

6. Communications that advertise, solicit, market, or promote any business or commercial interest, chain letters, or pyramid schemes will not be tolerated. See Item #9 of this policy.
7. Except for posts created or authorized by CHWUC leadership, posts made to the online networks of CHWUC express the views of the individual author and not those of CHWUC. Users should state that these views are the contributor's personal opinions and that the views expressed are the contributor's own, unless authorized to speak on specific issues. Posts will be moderated and may be deleted. See Item #9 of this policy.
8. CHWUC leadership will actively monitor its online presences which allow community contribution to ensure no breach of these guidelines and to speedily address any such breach. CHWUC will utilize its online tools' available functions which support or enhance monitoring, such as moderated comments, blocks, bans, etc. Below is listed the persons/committees which will be involved with the various media used by CHWUC.
9. Users who do not comply with these policies will be banned from posting on CHWUC's online networks.

Your participation in social media should adhere to the following United Church policies: Ethical Standards and Standards of Practice for Ministry Personnel; Human Resources Policy Manual: Code of Conduct, Policy 3.1; Social Media Guidelines for People Involved in Youth Ministry in the United Church of Canada.

The above policies can be found at the following links:

[http://www.united-church.ca/files/handbooks/pastoral\\_ethical.pdf](http://www.united-church.ca/files/handbooks/pastoral_ethical.pdf)

[http://www.united-church.ca/files/handbooks/hr\\_manual.pdf](http://www.united-church.ca/files/handbooks/hr_manual.pdf)

[http://www.united-church.ca/files/local/duty/caring\\_social-media-guidelines.pdf](http://www.united-church.ca/files/local/duty/caring_social-media-guidelines.pdf)

If you spot a potential issue on Social Media and believe that a response is required from CHWUC, please forward via appropriate channels. **\*Note:** Until a Social Media Committee is formed, the contacts are as follows:

CHWUC website	-	Lee Warren, Michael Mugford, Penny MacDonald, Nathalie Poirier Schofield
CHWUC Facebook	-	Michael Mugford, Nathalie Poirier Schofield, Megan Nicholson

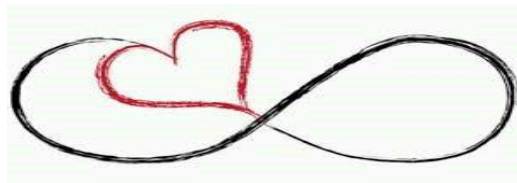


Twitter/Instagram	-	Michael Mugford, Nathalie Poirier Schofield, Megan Nicholson
YouTube	-	Ron Barker, Megan Nicholson, Nathalie Poirier Schofield

## APPENDIX D

Cole Harbour Woodside United Church

### *Wedding Policy*



*“Love is patient; love is kind and envies no one.*

*Love is never boastful, nor conceited, nor rude; never selfish, nor quick to take offence.*

*Love keeps no score of wrongs; does not gloat over the other person’s sins but delights in the truth.*

*There is nothing love cannot face; there is no limit to its faith, its hope, and its endurance.*

*Love will never come to an end.”*

(1 Corinthians 13: 4-8)

### **Weddings**

Greetings. You are planning your marriage and we at Cole Harbour Woodside United Church are pleased that you are considering having your wedding at our church and we are here to help you in this journey.

Marriage is seen as a Holy Moment in which two people pledge themselves to one another in the presence of God and those gathered. This is an ongoing commitment and is not to be entered into lightly, the end pursuit being that lives are enriched and strengthened, and love, in all its fullness, might find a place for expression without fear and in security.

**Planning** - Requests for marriage should be made to the Worship Committee through the minister at least 4 months prior to the wedding. Those requesting to be married are required to participate in a marriage preparation course and attend church services before the ceremony as part of the marriage preparation. Couples are encouraged, in consultation with the minister, to choose a wedding service that suits their particular needs. A wide variety of resources are available for this task.

If your wedding is scheduled for Saturday, the wedding rehearsal will normally be held on Thursday or Friday evening. Everyone involved in the wedding is asked to be present.

**Pictures** - During the service, only professional photographers will be permitted to take non-flash photos from a non-obtrusive location. We allow weddings to be videotaped but ask that the person responsible check with the minister about the appropriate place to stand. **Flash photographs are allowed as you walk up the aisle, sign the documents and leave. Photographs are not permitted during the actual service.** You are however welcome to remain after the service to “re-stage” pictures.

**Confetti is not permitted, but you may use bird seed or bubbles outside the Church.**

**Music** - Our pianist is usually available to play at weddings. You are required to be in touch with him as soon as you confirm your wedding date with the minister. Soloists and other musicians are also welcome but please inform us about your plans. **If pre-recorded music is requested,** you will be required to contact the church’s sound technician in advance to arrange this. The musician cost recovery fee will be deducted, and sound technician cost will be added altering the cost recovery amount.

**Facility** - The caretaker will open the church for you if you need to decorate the sanctuary. Please call to set up the time.

**Deportment** - The Marriage Ceremony is a happy occasion. It is also a worshipful celebration. The consumption of alcoholic beverages or non-prescribed drugs prior to or during the ceremony by the wedding party, contributing to any state of intoxication, is unacceptable. If the wedding couple, official witnesses or presiding minister are intoxicated the wedding cannot legally proceed.

Our cost recovery for weddings held in Cole Harbour Woodside United Church is as follows:

\$800.00 \*

(Which includes the services of our minister, pianist, caretaker and church administration and use of the sanctuary. Extra costs may include bulletins, sound technician, etc.)

If you only want to book the minister to perform your wedding at another location, the fee would be \$400.00. This fee includes the Church administration.

\*\*Fees to be paid 2 weeks in advance.

**Pianist - Charles Myra 902-433-1256**

**Caretaker - Contact Church office 902-434-7714**

**Cole Harbour Woodside United Church**

15 Bissett Road  
Dartmouth, NS B2V 2T1  
Phone: 902-434-7714  
Email: [chwuc@eastlink.ca](mailto:chwuc@eastlink.ca)  
[www.chwuc.ca](http://www.chwuc.ca)



*“Offering the care and comfort of Christ”*