

# LIVING FAITH PROFILE

## WESTMINSTER UNITED CHURCH

BELLEVILLE-QUINTE WEST

2018 -2019



"THE CHURCH IN THE CORNFIELD"

## OUR CHURCH FAMILY HISTORY

After the formation of the United Church in 1925, there were seven local United Church congregations: Whites, Stone, Aikens, Wesley, Centenary, Wallbridge and Scott's. The church was the centre of several local community activities, with many concerts, chicken suppers and strawberry socials held to assist with finances. During the 1960s, the United Church was reorganizing pastoral charges, with the trend toward consolidation. Congregations were declining and several small churches were closed.

Families from the seven small rural churches held numerous meetings and, finally, in 1968, the decision was made to build a new church to accommodate everyone. The site for the new building was chosen for its accessibility and good view from both directions on what is now Wallbridge-Loyalist Road. The church was started under the name "Sidney United Church, Wallbridge Road" until a contest was organized to select a name for the new church. Thus, in November 1968, "Westminster United Church" was the chosen name, which remains to this day. The sod-turning ceremony was held on the afternoon of Sunday, April 20, 1969. On Sunday, December 7, 1969, not quite eight months later, Westminster United Church opened its doors. It was a spiritually impressive sight when children from the north and south churches met at the driveway and sang hymns as they entered the church as one body—one united family.

The building measured 40 x 90 feet, with a seating capacity of 300 people, and was built for approximately \$113,000.00. At the opening of the church that December, approximately 60 per cent of the cost was paid off. Many church families contributed untold hours of labour to assist in reducing expenses and numerous donations of time, talent and gifts were also generously given by members of the congregation.

On November 30, 1993, a devastating fire destroyed the building's lower auditorium and kitchen, with extensive damage to the sanctuary. The entire church contents as well as the roof had to be replaced. This was a tremendous undertaking for the congregation. Members spent countless hours working and fundraising as well as in meetings as decisions about rebuilding were made with much thought and prayer. The restoration took nearly a year to complete; however, due to the generosity of nearby Loyalist College opening its doors to the Westminster congregation, not one Sunday of worship was missed.

This spirit of cooperation and volunteerism continues to this day, as the Westminster family moves forward into the future under God's guidance.



**THE UNITED CHURCH OF CANADA  
L'ÉGLISE UNIE DU CANADA  
BAY OF QUINTE CONFERENCE**



**Local Ministry Unit – Telling Our Story:  
Ministry and Mission Profile (BQ MM)**

**PURPOSE:** To enable a Local Ministry Unit to honestly and boldly “tell its story.”

**Who Uses it:** Governing Body develops the profile in consultation with congregation.

**When to use:** When you are amending a current call or appointment; seeking new Ministry Personnel whether for a call or appointment or can be used for a regular review of priorities for purposes of assessment and goal-setting.

**How to use:** Either copy/paste this page from your electronic copy of this handbook to use as a template, or download it separately from the Conference website. Make sure that an electronic copy is available to send to the Conference office for posting once the Presbytery approves the Vacancy.

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**Name of Local Ministry Unit:** Sidney Westminster United Church

**Address of Local Ministry Unit:** 1199 Wallbridge-Loyalist Road, Belleville, ON, K8N 4Z5

**Brief Description of Local Ministry (three sentences):** We are a warm family of friends learning together and celebrating God’s love in our community and throughout the world. We are a vibrant rural/urban congregation of all ages, with talents and passions for working together. We have an accessible building located in a beautiful country setting with lots of parking and surrounded by corn fields.

Priority (#1 to #7)	Category Title	This is who we are as a Local Ministry Unit:
5	Discipleship	PLEASE REFER TO FOLLOWING PAGES FOR COMMENTS
6	Justice and Outreach	
2	Leadership	
7	Ministry Partnerships	
3	Pastoral Care	
4	Stewardship	
1	Worship	

## Ministry and Mission Priorities

Category	
<p><b>Priority 5</b></p> <p><b>DISCIPLESHP</b></p>	<p>Weekly Sunday worship. Bible and book study. Christian Education. Vacation Bible School.</p> <p>Fellowship through coffee/potlucks after the service.</p> <p>Funding children to attend the United Church Camp Quin-Mo-Lac and other United Church youth functions.</p> <p>Taped ministry for those unable to physically attend Sunday services.</p>
<p><b>Priority 6</b></p> <p><b>JUSTICE AND OUTREACH</b></p>	<p>Working together to reach out to the community through Meals on Wheels, packing Christmas gift baskets and participating in the Adopt-a-Child and Operation Christmas Child programs.</p> <p>Contributions and tithes from fundraisers given to the food bank and other community services. 10% tithes from fundraisers.</p> <p>Congregation members donate funds and food to the Salvation Army soup kitchen and also volunteer bi-weekly in preparing noon-time meals for its 100–150 clients.</p> <p>Providing space for community groups (e.g., Fear Nothing, cooking classes for men).</p> <p>Supporting sponsorship initiatives of congregation members (e.g., support for Syrian refugees and Pure Water for Peru).</p> <p>Actively canvassing local subdivisions via pamphlet-drops outlining the church activities/events.</p> <p>Welcoming children from outside the church family to participate in young people’s chorus the “Westminstrels”</p>
<p><b>Priority 2</b></p> <p><b>LEADERSHIP</b></p>	<p>A committed, active lay leadership.</p> <p>An active Official Board with chairperson, secretary, and regularly attending members to carry on the church’s monthly/annual business.</p> <p>Multiple committees led by dedicated, knowledgeable chairpersons and vice-chairs, with robust numbers of active members on each (e.g., Stewards, Trustees, Ministry &amp; Personnel, etc.) to look after the daily/weekly/monthly needs of the church.</p> <p>Sunday School leader(s) for the children during the services.</p>



Category	
<p><b>Priority 7</b></p> <p><b>MINISTRY AND PARTNERSHIPS</b></p>	<p>The roots of Westminster come from seven original congregations—a blended family—showing the ability to work together / collaborate.</p> <p>Sharing summer worship at neighbouring United churches (e.g., Frankford, College Hill).</p> <p>Interested in being part of a cluster, the future of the United Church in our area.</p>
<p><b>Priority 3</b></p> <p><b>PASTORAL CARE</b></p>	<p>The demographic of the Church requires this as a high priority.</p> <p>Highly valued by, and an expectation of, the congregation members and their families.</p> <p>Visits to seniors/retirees and/or others limited by health/location in order to allow them to participate fully in the life of the congregation.</p> <p>Delivery of copies of the weekly taped ministry.</p>
<p><b>Priority 4</b></p> <p><b>STEWARDSHIP</b></p>	<p>An annually balanced budget.</p> <p>Well-managed finances and resources including GIC, Manse and Reserve funds.</p> <p>An active Board of Stewards and Treasurer, who together maintain the financial health of the Church.</p> <p>Between three and five significant fundraisers throughout the year (e.g., roast beef dinner; bazaar, live-theatre presentation), which are well-received and supported by the community.</p> <p>Human gifts and skills volunteered by congregation members and adherents (e.g., carpentry, plumbing, painting) for the betterment of the church.</p>

Category	
<p data-bbox="207 304 329 338"><b>Priority 1</b></p> <p data-bbox="207 436 350 470"><b>WORSHIP</b></p>	<p data-bbox="518 304 1438 401">A weekly 60-minute Sunday service (1030–1130) offering a sound theological grounding, with opportunities for fellowship and reflection before and afterward.</p> <p data-bbox="518 436 1438 533">Inclusive messages from the pulpit, delivering spiritual guidance and nurturing in a context relevant to everyday life, grounded in the theology and ethos of the United Church of Canada.</p> <p data-bbox="518 569 1438 665">Use of the Revised Common Lectionary, with <i>The Good News</i> being the Bible of choice. Scripture messages tied to the service’s theme are read by the leader and volunteers.</p> <p data-bbox="518 701 1438 835">A dedicated 20-member Senior choir led by a talented music director is a renowned part of the Westminster experience. The Westminster junior choir under the direction of a talented member of the Senior choir also performs at special times during the fall term.</p> <p data-bbox="518 871 1438 936"><i>Voices United</i> is the hymn book of choice. Special musical selections are a regular part of the worship service (e.g., Christmas Cantata).</p> <p data-bbox="518 972 1438 1037">Dramatic pieces are worked into the services at special times of the year (e.g., Easter, Christmas).</p> <p data-bbox="518 1037 1438 1102">A “Time with the Children” is held during the early part of the service prior to the young folk heading off to Sunday School.</p> <p data-bbox="518 1138 1438 1234">A state-of-the-art video and sound system that augments the presentation of the weekly service through images and words (scripture readings hymn lyrics, prayers, etc.) making use of the Easy Worship program</p> <p data-bbox="518 1270 1438 1335">A highly anticipated “Good Morning Moment,” when the congregation stands and shakes hands in quick greeting to those around them.</p>





Many of us work in the following industries or sectors: (check all that apply)

- \*\* Health or social services**      **\*\* Education**    Manufacturing      **\*\* Transportation**  
**\*\* Agriculture and food production**       Tourism/Hospitality      **\*\* Retail**  
 Environment       Mining/Forestry       Information  
Technology  
**\*\* Government**       Professional Services       Other (specify):

**Our congregation is like:** (choose one that best applies)

- A family where we all know each other, many members are related to each other;  
**\*\* A medium sized church with some people very involved and others participate mostly by attending worship.**  
 A church with an ethnic identity or diverse inter-cultural mix  
 A big church with a staff team and lots of different programmes and small groups.  
 Other description:

**We think of our local ministry unit as in the following way:** (choose one that best applies):

- We have a new vision and are really excited; still working out how to live into that vision  
**\*\* We are clear about our vision and purpose and have/are developing the skills and gifts to bring it about; we are excited and optimistic about our vision. Our congregation is changing and it is clear that we can no longer continue as we have been; we don't know how to go forward and have some anxiety. We believe that we have a future but can't quite see it.**  
 We see that the ministry within this community is probably winding down after many positive and productive years of faithful ministry, mission and service; we want to celebrate what we have been as we intentionally and graciously end this ministry.

## PART B: ABOUT OUR TANGIBLE ASSETS

**Governance structure:**

How many people are on your Governing Body? 40

How many are typically present at a meeting of your Governing Body? 20-25

**Our Church Building(s):** (include information for each building if more than one)

We don't have a church building. (if you check this one, please comment briefly on where you worship and what other spaces you use for your ministry.)

Is your church fully wheelchair accessible? **\*\* Yes** Tell us how: ***Entrance ramp and elevator to all three floors.***

No

Is it partly accessible?

Yes Tell us how:

No

What other measures of accessibility do you provide? (e. g. Assistive Hearing Devices, Large Print)

***Assistive hearing devices; large-print bulletin; screen projection system for hymns, prayers and scripture readings on to large monitors; wheelchairs and walkers available for use.***

Do you have plans for improving accessibility? **\*\* Yes** Tell us how: ***An upgrade to washroom for accessibility is in the planning stages.***

No

Sanctuary holds 300 people

Seating/set up in sanctuary (pews, chairs, choir loft etc) ***Soft-seating, chairs, cushioned pews, choir loft.***

Is the sanctuary used other than for Sunday Worship? If so, how? ***Concerts, theatrical productions, meetings, movie nights, waiting area for meal seating.***

Are there meeting rooms? **\*\* Yes**  No

What are they used for? ***Choir, meals, young people, committees, Board.***

Is there a nursery?

**\*\* Yes**  No

Are the nursery toys/furniture compliant with current safety standards?  Yes **\*\* No**

Are there Sunday Schools rooms? **\*\* Yes**  No

How many? Are they also multipurpose use? ***2 Sunday School rooms but all rooms are multipurpose.***

Are there activity rooms? (ie quilting, gym, library) **\*\* Yes**  No

Brief descriptions: **Spacious enough to host Vacation Bible School; service of meals with capacity of 150; all rooms are multipurpose.**

Where is the office located for the minister? Is it shared?

Describe it: **Minister's corner office is private and secured. It is adjacent to main front foyer, next to secretary's office. Both offices are air-conditioned and have windows. Minister's office is approximately 10 x 12 feet.**

What computers/telephones are provided at the church? **There are computers for the secretary and also for the projection booth. There are 2 telephone lines with several extension outlets. The minister is provided a personal laptop.**

Is internet provided at the church? **\*\* Yes if yes    \*\*High Speed**     Dial-up

What Social Media accounts and Webpages does the church hold? Who maintains, updates them? **Facebook page updated by the church; a web page which is available for some internal updates.**

Is there a photocopier in the church? **\*\*Yes**     No

Is the building used by outside groups as well as ministry activities? **\*\*Yes**     No

Brief descriptions (tenants, occasional rentals, frequency of use) **Rentals 2-3 times/year with potential for more. Other groups make use of church facilities 2-3 times/week**

#### **Administrative Support:**

What administrative support is provided? secretary

How many hours per week? **12 hours**    Is this **\*\*paid**    or     volunteer?

#### **Ministry and Personnel Committee:**

How many members? **5**

How often does the committee meet? **Monthly or as required**

Has one or more of the committee members attended an M&P Committee Training event in the last three years?

Yes    **\*\*No**



## PART C: ABOUT OUR FINANCES

Attach the previous two years financial information, including:

*PLEASE SEE FINANCIAL APPENDIX FOR:*

- Balance Sheets (assets and liabilities)
- Revenues and Expenditures
- Charity Tax Returns (T3010)

Also include the current year's budget.

**The word or phrase that best describes our current financial situation is:**

- Abundant      **\*\*Adequate**       Not meeting expenses but optimistic
- Not meeting expenses and relying on bequests and reserves to fund operating budget.
- Other (describe)

**Our Revenue Sources** are (please indicate approximate percentage of your current operating budget that comes from each source:

Congregational givings 74%

Congregational Fundraising Activities 14%

Rental of building/services 2%      Bequests/Reserves/Investments 10%

Other (please briefly describe):

**Our Financial Reserves:**

We have sufficient reserves in the bank that we could cover three months of expenses if we had an emergency.

**\*\*Yes**       No

**Our Financial Accountability:**

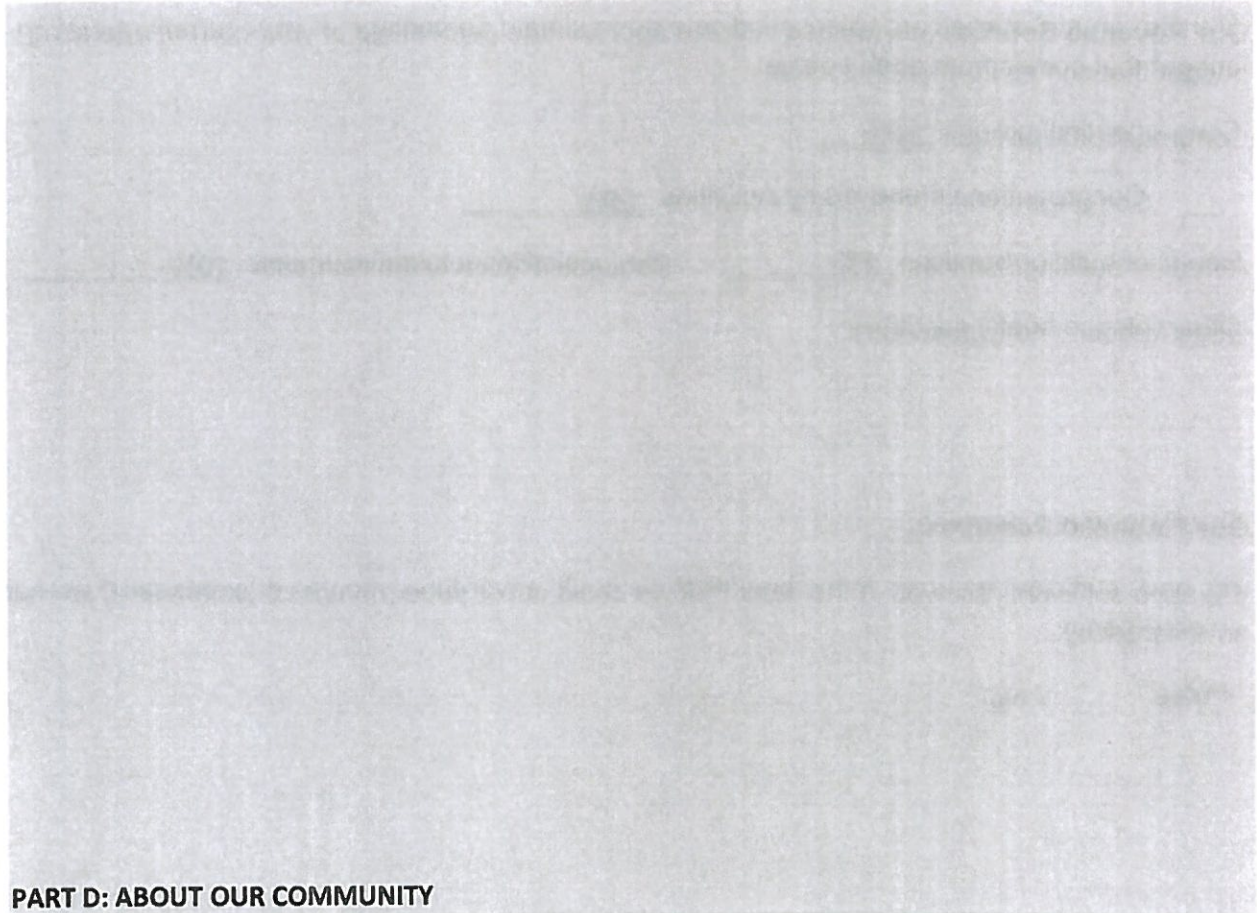
Our financial statements are reviewed by an external person each year:

**Yes, a formal third-party review.**

Our Statistics from the last five years of submissions to the United Church of Canada show:

	Line # in the Yearbook	Current year	One year ago	Two years ago	Three years ago	Four years ago
Average weekly attendance Sunday	20	100	100	100	100	100
Identifiable givers (local)	18	145	145	145	147	147
\$ expended for pastoral charge operations	40	162861	141394*	141394*	164118	164118
# households under pastoral care	5	157	157	157	157	157

\* This figure is according to national church records. Our church records indicate figures of \$159714.



**PART D: ABOUT OUR COMMUNITY**

This is what we love about our community. This is what makes it unique.

**We demonstrate friendliness towards and a sincere interest in each other. The spirit of volunteerism and willingness to work on committees and to help with repairs and projects around the church is always present. After 24 years of existence, there was a devastating fire and the congregation worked against adversity to rebuild, once again personifying the rural mentality of helping your neighbour..**

The three economic, demographic or political challenges facing our area are:

**Our faith community is spread over a large area, both urban and rural, which makes it necessary for the congregation to have access to automobile transportation to cover the distance. Some schools are consolidating. Sunday morning sports also affect the number of young people who might otherwise be available to attend services. Therefore, our congregation consists mainly of empty nesters and retirees. Attendance at services and our finances continue to remain generally steady .**

Here are a few websites that offer detailed information about our community:

**westminsteruc.ca  
bellevillechamber.ca,  
quintewestchamber.ca,  
pecchamber.ca (Prince Edward county)  
intelligencer.ca (Belleville's daily newspaper),  
bayofquinte.ca,**

Other faith communities represented in our community/region are:

**In addition to the mainline Protestant faith communities, the community and region also includes Roman Catholic, Islamic, Amish, Pentecostal, Baha'i, Mormon, Jehovah Witness, Jewish and Salvation Army communities of faith, amongst others.**

We have close ties with the following faith communities:

**Emmanuel United Church in Foxboro, Frankford United Church in Frankford, and College Hill United Church in Belleville as well as the Salvation Army (soup kitchen)**





**Priority 7-Ministry Partnerships:**

- Continue to carry on the spirit of cooperation which brought together the seven original churches
- Share summer services with neighbouring United churches
- Work towards establishing clusters or families of churches which can work together
- Participate in local, regional and denominational functions and meetings as required

**Priority 3-Pastoral/Spiritual Care:**

- Respond to requests for pastoral visits
- Visit nursing homes and hospitals
- Encourage congregation to participate in pastoral care ministry

**Priority 4-Stewardship:**

- Encourage faithful stewardship which applies to time, finances, use of talents and buildings
- Respect that, in our congregation, the number of tasks and challenges of the church exceeds the number of able hands available

**Priority 1-Worship:-The Minister will-**

- Deliver sermons that are relevant and grounded in the theology and ethos of the United Church of Canada. Oversee the planning and leadership of worship services while integrating liturgical and musical components into a cohesive whole
- Engage with music director to provide uplifting and inspirational musical accompaniment to worship services
- Draw on biblical concepts and relate preaching to the realities of today's world
- Be open to exploring various forms of worship, incorporating appropriate audio/visual technology.
- Be sensitive to the traditions of the current congregation balancing this with innovation and change

**Priority Personal Spirituality and Self Care:**

- Practise self-care

**Required Knowledge, Skills and Abilities:**

- Excellent communication skills,
- Prioritize duties and delegate responsibilities
- Computer skills

**Other "Desired" Assets:**

- Instrumental or vocal music abilities,
- Ability to provide direction for updates to church website and on-line information
- Clinical Pastoral Education (CPE) training,





# FINANCIAL APPENDIX

Westminster  
United  
Church

10:00 PM  
03-01-  
2018  
Accrual  
Basis

## Balance Sheet

As of December 31, 2016

03-01-2018

Accrual Basis

Dec 31, 16

Dec 31, 17

### ASSETS

Current Assets	Dec 31, 16	Dec 31, 17
Current Assets		
Chequing/Savings		
QuintEssential Credit Union	21,972.93	45,147.01
QuintEssential Reserve Account	79,355.82	60,217.48
Scotia Bank GICS		
11R93Y	25,208.46	25,788.26
158X51	40,023.01	40,023.01
18707L GIC	24,043.23	24,043.23
TCTVT GIC	24,033.34	24,574.08
XTDR7 GIC	23,637.75	24,181.42
Scotia Bank GICS - Other	1.01	1.01
Total Scotia Bank GICS	<u>136,946.80</u>	<u>138,611.01</u>
Total Chequing/Savings	238,275.55	243,975.50
Other Current Assets		
HST Receivable	11,516.77	9,713.57
Prepaid Expense	310.06	319.36
PST Credit	152.42	152.42

Total Other Current Assets	10,185.35
Total Current Assets	254,160.85
Fixed Assets	
Building Improvement	
Accumulated Depreciation	-4,959.71
Building Improvement - Other	21,256.00
Total Building Improvement	16,296.29
Total Fixed Assets	16,296.29
Other Assets	
Share purchase	25.00
Total Other Assets	25.00
	270,482.14

**TOTAL ASSETS**

Total Other Current Assets	11,979.25
Total Current Assets	250,254.80
Fixed Assets	
Building Improvement	
Accumulated Depreciation	-4,251.18
Building Improvement - Other	21,256.00
Total Building Improvement	17,004.82
Total Fixed Assets	17,004.82
Other Assets	
Share purchase	25.00
Total Other Assets	25.00
	267,284.62

**TOTAL ASSETS**

<b>Liabilities</b>	
Current Liabilities	
Accounts Payable	
Accounts Payable	2,357.29
Total Accounts Payable	2,357.29
Other Current Liabilities	
*Payroll Liabilities	825.90
Accrued Liability	457.34
Total Other Current Liabilities	1,283.24
Total Current Liabilities	3,640.53
Total Liabilities	3,640.53
Equity	
Deferred Interest Income - GICS	22,613.86
	24,278.07

Reserve Funds	180.00	180.00
Benevolent Fund		
Building Fund	21,360.16	3,574.70
Deficit Reserve account	5,000.00	9,000.00
Manse Account	112,000.00	112,000.00
Memorial Fund	37,697.65	41,442.61
Music Fund	464.04	554.04
Special Fund	7,533.90	7,447.90
Youth & Music Fund	5,000.00	5,000.00
<b>Total Reserve Funds</b>	<b>189,235.75</b>	<b>179,199.25</b>
Retained Earnings	48,038.64	51,720.67
Shareholder Dividend-QuintEssen	73.81	73.81
Net Income	3,682.03	4,331.84
<b>Total Equity</b>	<b>263,644.09</b>	<b>259,603.64</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>267,284.62</b>	<b>270,482.14</b>

10:00 PM  
03-01-2018



**WESTMINSTER UNITED  
CHURCH PROFIT  
AND LOSS 2017**

	2017	2016	2015
Local & Loose Givings	121,610	123,571	124,310
Special Givings	8,242	6,297	8,875
Miscellaneous Income	41,968	11,396	34,328
Donations & Interest	3,885	22,806	3,936
Transfer from Reserve Funds	-4,000	-5,000	0
<b>Mission &amp; Service Donations</b>	<b>21,297</b>	<b>21,836</b>	<b>17,781</b>
<b>Total Income Subscriptions</b>	<b>193,001</b>	<b>180,906</b>	<b>189,230</b>
	207	207	283
Vacation Bible School	100	51	172
Baptism	0	0	93
Miscellaneous Exp	1,090	168	1,668
<b>Total Christian Education</b>	<b>1,397</b>	<b>426</b>	<b>2,216</b>
<b>Mission &amp; Service Outreach</b>	<b>21,297</b>	<b>21,836</b>	<b>18,386</b>
Decorating Committee	0	0	0
Presbytery Dues	4,801	4,995	3,953
Special Event	6,565	2,486	4,347
Outreach	3,204	2,130	3,589
Pulpit/Worship Supplies	422	374	488
<b>Total Additional Expenses Elevator</b>	<b>14,993</b>	<b>9,984</b>	<b>12,376</b>
	4,330	3,962	3,994
Custodial Supplies	374	335	343
Grounds Maintenance	1,687	1,310	1,980
Hydro	7,520	7,803	7,763
Insurance	6,620	6,115	6,620
Oil	6,608	5,344	6,724
Other Repair/Maintenance	7,710	5,633	7,856
Snow Plowing	1,445	1,304	1,414
Water Conditioning	0	0	21
<b>Total Church Maintenance</b>	<b>36,294</b>	<b>31,807</b>	<b>36,715</b>
Senior Choir Music & Supplies	606	332	1,102
Organ/Piano Repair	0	270	0
Sound Room	513	0	221
Tape Ministry	42	82	68
<b>Total Music</b>	<b>1,160</b>	<b>684</b>	<b>1,390</b>
Postage	162	107	143
Bank Charges	106	120	103
Par Charges	215	213	204
Church Envelopes	366	347	348
Stewards Supplies	177	51	62
Treasurer's Supplies	923	723	946
<b>Total Steward's Expenses Advertising</b>	<b>1,948</b>	<b>1,566</b>	<b>1,806</b>
	0	41	137
Computer & Office Supplies	440	252	272

Miscellaneous Office Exp	0	0	0
Photocopier Expenses	2,381	2,236	1,893
Postage	174	102	74
Telephone	2,875	2,597	2,330
Internet	1,525	1,393	1,274
Website Rental	256	344	6,966
<b>Total Office</b>	<b>7,651</b>	<b>6,966</b>	<b>6,314</b>
<b>Total Salary Expense</b>	<b>103,930</b>	<b>103,955</b>	<b>101,196</b>
<b>Total Expenses</b>	<b>188,670</b>	<b>177,224</b>	<b>180,399</b>
<b>Net Surplus/(Shortage)</b>	<b>4,332</b>	<b>3,682</b>	<b>8,831</b>

## WESTMINSTER UNITED CHURCH BUDGET 2018

### INCOME

Local/Loose	\$122,788.00
Special Givings	\$10,000.00
Donations/Interest	\$8,000.00
Misc	\$20,000.00

**TOTAL INCOME** **\$161,400.00**

### MISSION & SERVICE

#### EXPENSES

#### CHRISTIAN EDUCATION

Bible Study	\$0.00
Sunday School	\$100.00
Subscriptions	\$25.00
Vacation Bible School	\$300.00
Baptisms (Session)	\$100.00
Misc	\$100.00

**TOTAL CHRISTIAN EDUCATION** **\$625.00**

#### ADDITIONAL EXPENSES

Decorating Committee	\$100.00
Presbytery Dues	\$5,000.00
Special Events	\$2,000.00
Outreach	\$900.00
Pulpit & Donations	\$500.00
Memorial Wall	\$600.00

**TOTAL ADDITIONAL EXPENSES** **\$9,100.00**

#### STEWARDS

Postage	\$150.00
Bank Charges	\$100.00
Church Envelopes	\$350.00
PAR Charges	\$210.00
Steward's Supplies	\$150.00
Treasurer's Supplies	\$700.00

**TOTAL STEWARDS** **\$1,660.00**



**WESTMINISTER UNITED CHURCH BUDGET CONT.****2018****EXPENSES****CHURCH MAINTENANCE**

Elevator Maintenance	\$4,500.00
Custodial Supplies	\$300.00
Grounds Maintenance	\$1,600.00
Hydro	\$7,500.00
Insurance	\$6,000.00
Oil	\$5,000.00
Other Repair/Maintenance	\$3,000.00
Snow Plowing	\$2,000.00
Kitchen	\$100.00

**TOTAL CHURCH MAINTENANCE \$30,000.00****SALARIES & CONTRACTS****TOTAL SALARIES & CONTRACTS \$109,868.00****MUSIC & TAPE MINISTRY**

Choir Music & Supplies	\$910.00
Organ & Piano Tuning/Repair	\$200.00
Sound Room	\$650.00
Tape Ministry - Repairs	\$125.00

**TOTAL MUSIC & TAPE MINISTRY \$1,885.00****OFFICES**

Computer & Office Supplies	\$400.00
Photocopier/Supplies/Bulletins	\$2,500.00
Postage	\$100.00
Telephone	\$2,800.00
Internet Access	\$1,500.00
Website Rental	\$350.00

**TOTAL OFFICE \$7,650.00****TOTAL EXPENSES \$161,400.00**

# Charity Information Appendix



Canada Revenue  
Agency

Agence du revenu  
du Canada

Place bar code label here

## Registered Charity Information Return

Protected B when completed

### Section A: Identification

- To help you fill out this form, refer to Guide T4033 (16), *Completing the Registered Charity Information Return*. It can be found at [www.cra.gc.ca/E/pub/tg/t4033/](http://www.cra.gc.ca/E/pub/tg/t4033/).
- The *Privacy Act* protects all personal information given on this form, which is kept in personal information bank CRA PPU 200. The Canada Revenue Agency (CRA) will make this form and all attachments available to the public on the Charities Directorate website, except for information data identified as confidential. All of the information collected on this form may be shared as permitted by law (for example, with certain other government

**Note:** Even if a charity is inactive, an information return must be filed to maintain its registered status.

If you did not receive a barcode label to attach to the return, complete the following:

1. Charity name:

Westminster United Church

2. Return for fiscal period ending:

3. BN/registration number:

4. Web address (if applicable):

Year	Month	Day
2 0 1 6	1 2	3 1

891108441 R R 0001

www.westminsteruc.ca

**A1** Was the charity in a subordinate position to a parent organization?..... 1510  Yes  No  
 If yes, give the name and BN/registration number of the organization.

Name:	BN (if applicable)
-------	--------------------

**A2** Has the charity wound-up, dissolved, or terminated operations? ..... 1570  Yes  No

**A3** Is your charity designated as a public foundation or private foundation? ..... 1600  Yes  No

If yes, you must complete Schedule 1, *Foundations*. Refer to Form TF725, *Registered Charity Basic Information Sheet*, to confirm the designation. (Form TF725 is part of the return.)

### Section B: Directors/trustees and like officials

**B1** All charities must complete Form T1235, *Directors/Trustees and Like Officials Worksheet*. Only the public information section of the worksheet is available to the public. Charities subject to the Ontario *Corporations Act* must also complete Form RC232-WS, *Director/Officer Worksheet and Ontario Corporations Information Act Annual Return*.

### Section C: Programs and general information

**C1** Was the charity active during the fiscal period?..... 1800  Yes  No  
 If no, explain why in the "Ongoing programs" space below at C2.

**C2** In the space below, describe all ongoing and new charitable programs the charity carried on this fiscal period to further its purpose(s) (as defined in its governing documents). "Programs" includes all of the charitable activities that the charity carries out on its own through employees or volunteers as well as through qualified donees and intermediaries. The charity may also use this space to describe the contributions of its volunteers in carrying out its activities, for example, number of volunteers and/or hours. Do not include the names of employees or volunteers. Grant-making charities should describe the types of organizations they support. Do not describe fundraising activities in this space.

**Do not attach additional sheets of paper or annual reports.**

Ongoing programs: We have many volunteers that work at the Salvation Army Soup kitchen - serving lunch as well we have volunteers helping with the Meals-on-Wheels program delivery lunches to the people that can't get out. We donated funds to the Mission & Service program as well as to the Philanthropy Unit - Emergency Response - for the Fort McMurray fires. We also donated funds to three local food banks, Belleville, Trenton and Stirling. We also purchased clothing for the adopt-a-child program. Also we took up donations of food to give to the Christmas sharing program to feed needy families.

New programs:





Registered charities may make gifts to qualified donees. Qualified donees are other registered Canadian charities, as well as certain other organizations described in the *Income Tax Act*.

**C3** Did the charity make gifts or transfer funds to qualified donees or other organizations?..... **2000**  Yes  No  
 If yes, you must complete Form T1236, *Qualified Donees Worksheet/Amounts Provided to Other Organizations*.

**C4** Did the charity carry on, fund, or provide any resources through employees, volunteers, agents, joint ventures, contractors, or any other individuals, intermediaries, entities, or means (other than qualified donees) for any activity/program/project outside Canada? ..... **2100**  Yes  No  
 If yes, you must complete Schedule 2, *Activities Outside Canada*.

**C5** Political Activities

A registered charity may pursue political activities only if the activities are non-partisan, related to its charitable purposes, and limited in extent. A political activity is any activity that explicitly communicates to the public that a law, policy or decision of any level of government inside or outside Canada should be retained, opposed, or changed.

(a) Did the charity carry on any political activities during the fiscal period, including making gifts to qualified donees that were intended for political activities?..... **2400**  Yes  No  
 If yes, you must complete Schedule 7, *Political Activities*. **5030**

(b) Total amount spent by the charity on these political activities. .... \$ \_\_\_\_\_

(c) Of the amount at line 5030, the total amount of gifts made to qualified donees. **5031** \$ \_\_\_\_\_

(d) Total amount received from outside Canada that was directed to be spent on political activities. .... **5032** \$ \_\_\_\_\_  
 If you entered an amount on line 5032 you must complete Schedule 7, *Political Activities*, Table 3.

**C6** If the charity carried on fundraising activities or engaged third parties to carry on fundraising activities on its behalf, tick all fundraising methods that it used during the fiscal period:

- |  |  |  |
|--|--|--|
| <b>2500</b> Advertisements/print/radio/ TV commercials                             | <b>2570</b> <input checked="" type="checkbox"/> Sales                          | <b>2620</b> Telephone/TV solicitations                       |
| <b>2510</b> Auctions   | <b>2575</b> <input type="checkbox"/> Internet                                  | <b>2630</b> Tournament/sporting events                       |
| <b>2530</b> <input checked="" type="checkbox"/> Collection plate/boxes             | <b>2580</b> <input type="checkbox"/> Mail campaigns                            | <b>2640</b> <input type="checkbox"/> Cause-related marketing |
| <b>2540</b> Door-to-door solicitation  | <b>2590</b> Planned-giving programs  | <b>2650</b> Other  |
| <b>2550</b> Draws/lotteries  | <b>2600</b> <input type="checkbox"/> Targeted corporate donations/sponsorships | <b>2660</b> Specify:   |
| <input type="checkbox"/>   | <b>2610</b> <input type="checkbox"/> Targeted contacts                         |  |
| <b>2560</b> <input checked="" type="checkbox"/> Fundraising dinners/galas/concerts |  |  |

**C7** Did the charity pay external fundraisers? ..... **2700**  Yes  No  
 If yes, you must complete the following lines, and complete Schedule 4, *Confidential Data*, Table 1.

(a) Enter the gross revenue collected by the fundraisers on behalf of the charity..... **5450** \$ \_\_\_\_\_  
**5460**

(b) Enter the amounts paid to and/or retained by the fundraisers. .... \$ \_\_\_\_\_

(c) Tick the method of payment to the fundraiser:

2730	Commissions	2750	Finder's fee	2770	Honoraria
2740	Bonuses	2760	Set fee for services	2780	Other
		2790	Specify:		

---

(d) Did the fundraiser issue tax receipts on behalf of the charity? ..... 2800     Yes     No

**C8** Did the charity compensate any of its directors/trustees or like officials or persons not at arm's length from the charity for services provided during the fiscal period (other than reimbursement for expenses)?..... 3200     Yes     No

**C9** Did the charity incur any expenses for compensation of employees during the fiscal period? ..... 3400     Yes     No  
 If yes, you must complete Schedule 3, *Compensation*.

**C10** Did the charity receive any donations or gifts of any kind valued at \$10,000 or more from any donor that was not resident in Canada and was not any of the following: ..... 3900     Yes     No

- a Canadian citizen, nor
- employed in Canada, nor
- carrying on a business in Canada, nor
- a person having disposed of taxable Canadian property?

If yes, you must complete Schedule 4, *Confidential Data*, Table 2, for each donation of \$10,000 or more.

<b>C11</b>	Did the charity receive any gifts in kind (non-cash gifts) for which it issued tax receipts? ..... If yes, you must complete Schedule 5, <i>Gifts in kind</i> .	4000	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	Did the charity acquire a non-qualifying security? .....	5800	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>C12</b>	Did the charity allow any of its donors to use any of its property? (except for permissible uses) .....	5810	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	Did the charity issue any of its tax receipts for donations on behalf of another organization? .....	5820	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>C13</b>	Did the charity have direct partnership holdings at any time during the fiscal period? .....		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>C14</b>				
<b>C15</b>		5830	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

**Section D: Financial information**

Fill out either Section D or Schedule 6, *Detailed financial information*.

Skip this section if any of the following applies to the charity:

(a) The charity's revenue exceeds \$100,000.  
 (b) The amount of all property (for example, investments, rental properties) not used in charitable activities is more than \$25,000.  
 (c) The charity has permission to accumulate funds during this fiscal period.

Show all amounts to the nearest single Canadian dollar. Do not enter "See attached financial statements." All relevant fields must be filled out.

**D1** Was the financial information reported below prepared on an accrual or cash basis? ..... 4020  Accrual  Cash

**D2 Summary of financial position:**

Using the charity's own financial statements, enter the following:

Did the charity own land and/or buildings? ..... 4050  Yes  No

Total assets (including land and buildings) ..... 4200 \$ 267,285

Total liabilities ..... 4350 \$ 3,641

Did the charity borrow from, loan to, or invest assets with any non-arm's length persons? ..... 4400  Yes  No

**D3 Revenue:**

Did the charity issue tax receipts for gifts? ..... 4490  Yes  No

If yes, enter the total eligible amount of all gifts for which the charity issued tax receipts ..... 4500 \$ 152,881

Total amount of 10 year gifts received ..... 4505 \$

Total amount received from other registered charities ..... 4510 \$ 0

Total other gifts received for which a tax receipt was not issued by the charity (excluding amounts at lines 4575 and 4630) ..... 4530 \$ 8,942

Did the charity receive any revenue from any level of government in Canada? ..... 4565  Yes  No

If yes, total amount received ..... 4570 \$

Total tax-receipted revenue from all sources outside of Canada (government and non-government) ..... 4571 \$ 0

Total non tax-receipted revenue from all sources outside of Canada (government and non-government) ..... 4575 \$ 0

4630

4640

4650



Total non tax-receipted revenue from fundraising .....	\$	14,007
Total revenue from sale of goods and services (except to any level of government in Canada) .....	\$	3,877
Other revenue not already included in the amounts above .....	\$	6,198
<b>Total revenue (add lines 4500, 4510 to 4570, and 4575 to 4650) .....</b>	<b>\$</b>	<b>185,905</b>

**D4 Expenditures:**

Professional and consulting fees .....	4860	\$	0
Travel and vehicle expenses .....	4810	\$	4,700
All other expenditures not already included in the amounts above (excluding gifts to qualified donees) .....	4920	\$	149,768
<b>Total expenditures (excluding gifts to qualified donees) (add lines 4860, 4810, and 4920) .....</b>	<b>4950</b>	<b>\$</b>	<b>154,468</b>

Of the amount at line 4950:

(a) Total expenditures on charitable activities .....	5000	\$	136,233
(b) Total expenditures on management and administration .....	5010	\$	18,235
Total amount of gifts made to all qualified donees .....	5050	\$	22,756
<b>Total expenditures (add lines 4950 and 5050) .....</b>	<b>5100</b>	<b>\$</b>	<b>177,244</b>



## Section E: Certification

This return must be signed by a person who has authority to sign on behalf of the charity. It is a **serious offence** under the *Income Tax Act* to provide false or deceptive information.

I certify that the information given on this form, the basic information sheet, and any attachment is, to the best of my knowledge, correct, complete, and current.

Name (print): Suzanne Richardson		Signature:
Position in charity: Treasurer	Date: 2017-05-05	Telephone number: 613-392-4701

## Section F: Confidential data

**F1** Enter the physical address of the charity and the address in Canada for the charity's books and records. Post office box numbers and rural routes are not sufficient.

	Physical address of the charity	Address for the charity's books and records
Complete street address	1199 Wallbridge Loyalist Rd	1199 Wallbridge Loyalist Rd
City	Belleville	Belleville
Province or territory and postal code	Ontario	Ontario

**F2** Name and address of individual who completed this return.

Name: Suzanne Richardson	
Company name (if applicable):	
Complete street address: 203 Parkview Rd	
City, province or territory, and postal code: Carrying Place, Ontario, K0K 1L0	
Telephone number: 613-392-4701	Is this the same individual who certified in Section E? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## Checklist

A charity's complete annual information return includes:

- Form T3010, *Registered Charity Information Return*, and all applicable schedules;
- Form TF725, *Registered Charity Basic Information Sheet*;
- a copy of the charity's financial statements;
- Form T1235, *Directors/Trustees and Like Officials Worksheet*;
- Form RC232-WS, *Director/Officer Worksheet and Ontario Corporations Information Act Annual Return*, or Form RC232, *Ontario Corporations Information Act Annual Return* (if applicable);
- Form T1236, *Qualified Donees Worksheet/Amounts Provided to Other Organizations* (if applicable); and
- Form T2081, *Excess Corporate Holdings Worksheet for Private Foundations* (if applicable).

If financial statements are not included, your charity's registration may be revoked.

- 1 Did the foundation acquire control of a corporation?.....  100 Yes  No
- 2 Did the foundation incur any debts other than for current operating expenses, purchasing or selling investments, or in administering charitable activities?.....  110 Ye

Did the foundation hold any shares, rights to acquire shares, or debts owing to it that meet the definition of a non-qualified investment?.....Yes No

120

Did the foundation own more than 2% of any class of shares of a corporation at any time during the fiscal period?.....  
If yes, you must complete and attach Form T2081, *Excess Corporate Holdings Worksheet*.

130

Yes

No

**1** (a) Enter the number of permanent, full-time, compensated positions in the fiscal period. This number should represent the number of positions the charity had including both managerial positions and others, and should not include independent contractors. Do not enter a dollar amount. .... **300**

(b) For the ten (10) highest compensated, permanent, full-time positions enter the number of positions that are within each of the following annual compensation categories. Do not tick the boxes, use numbers.

<b>305</b> <input type="text"/>	\$1 – \$39,999	<b>310</b> <input type="text" value="1"/>	\$40,000 – \$79,999	<b>315</b> <input type="text"/>	\$80,000 – \$119,999
<b>320</b> <input type="text"/>	\$120,000 – \$159,999	<b>325</b> <input type="text"/>	\$160,000 – \$199,999	<b>330</b> <input type="text"/>	\$200,000 – \$249,999
<b>335</b> <input type="text"/>	\$250,000 – \$299,999	<b>340</b> <input type="text"/>	\$300,000 – \$349,999	<b>345</b> <input type="text"/>	\$350,000 and over

**2** (a) Enter the number of part-time or part-year (for example, seasonal) employees the charity employed during the fiscal period. .... **370**

(b) Total expenditure on compensation for part-time or part-year employees in the fiscal period. .... **380** \$

**3** Total expenditure on all compensation in the fiscal period. .... **390** \$

The information in this schedule is for the CRA's use and may be shared as permitted by law (for example, with certain other government departments and agencies).

**1. Information about fundraisers**

Enter the name(s) and arm's length status of each external fundraiser.

Name	At arm's length? Yes/No

**2. Information about donors not resident in Canada**

Complete this schedule to report any gift of any kind valued at \$10,000 or more received from any donor that was not resident in Canada and was not any of the following:

- a Canadian citizen, nor
- employed in Canada, nor
- carrying on business in Canada, nor
- a person having disposed of taxable Canadian property.

Enter the name of each donor and the value of the gift in the chart below. Tick whether the donor was an organization (for example a business, corporate entity, charity, non-profit organization), a government or an individual.

Name	Value	Organization	Government	Individual
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



1 Tick all types of gifts in kind received for which a tax receipt was issued:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> 500 Artwork/wine/jewellery  | <input type="checkbox"/> 525 Ecological properties                      | <input type="checkbox"/> 550 Publicly traded securities/<br>commodities/mutual funds |
| <input type="checkbox"/> 505 Building materials      | <input type="checkbox"/> 530 Life insurance policies                    | <input type="checkbox"/> 555 Books   |
| <input type="checkbox"/> 510 Clothing/furniture/food | <input type="checkbox"/> 535 Medical equipment/supplies                 | <input type="checkbox"/> 560 Other   |
| <input type="checkbox"/> 515 Vehicles                | <input type="checkbox"/> 540 Privately-held securities                  | <input type="checkbox"/> 565 Specify: _____  |
| <input type="checkbox"/> 520 Cultural properties     | <input type="checkbox"/> 545 Machinery/equipment/<br>computers/software |  |

2 Enter the total amount of tax-receipted gifts in kind ..... 580 \$ \_\_\_\_\_

Fill out this schedule if any of the following applies to the charity:

- (a) The charity's revenue exceeds \$100,000.
- (b) The amount of all property (for example, investments, rental properties) not used in charitable activities is more than \$25,000.
- (c) The charity has permission to accumulate funds during this fiscal period.

Was the financial information reported below prepared on an accrual or cash basis?..... 4020  Accrual  Cash

**Statement of financial position**

Show all amounts to the nearest single Canadian dollar. Do not enter "see attached financial statements." All relevant fields must be filled out.

**Assets:**

Cash, bank accounts, and short-term investments	4100	\$	101,329
Amounts receivable from non-arm's length persons	4110	\$	0
Amounts receivable from all others	4120	\$	11,517
Investments in non-arm's length persons	4130	\$	0
Long-term investments	4140	\$	136,947
Inventories	4150	\$	0
Land and buildings in Canada	4155	\$	0
Other capital assets in Canada	4160	\$	21,256
Capital assets outside Canada	4165	\$	0
Accumulated amortization of capital assets	4166	\$	- 4,251
Other assets	4170	\$	487

**Liabilities:**

Accounts payable and accrued liabilities	4300	\$	3,641
Deferred revenue	4310	\$	0
Amounts owing to non-arm's length persons	4320	\$	0
Other liabilities	4330	\$	0
<b>Total liabilities (add lines 4300 to 4330)</b>	<b>4350</b>	<b>\$</b>	<b>3,641</b>

Amount included in lines 4150, 4155,

4160, 4165 and 4170 not used in charitable activities ..... 4250 \$ 0

10 year gifts ..... \$ 0

**Total assets (add lines 4100 to 4170)** ..... 4200 \$ **267,285**

**Statement of operations**

**Revenue:**

Total eligible amount of all gifts for which the charity issued tax receipts	4500	\$	152,881
Total eligible amount of tax-receipted tuition fees	5610	\$	0
Total amount of 10 year gifts received	4505	\$	0
Total amount received from other registered charities	4510	\$	0
Total other gifts received for which a tax receipt was not issued by the charity (excluding amounts at lines 4575 and 4630)	4530	\$	8,942
Total revenue received from federal government	4540	\$	0

Total revenue received from provincial/territorial governments .....	4550	\$	0
Total revenue received from municipal/regional governments .....	4560	\$	0
Total tax-receipted revenue from all sources outside of Canada (government and non-government) .....	4571	\$	0
Total non tax-receipted revenue from all sources outside Canada (government and non-government) .....	4575	\$	0
Total interest and investment income received or earned .....		\$	4,819
Gross proceeds from disposition of assets .....	4590	\$	0
Net proceeds from disposition of assets (show a negative amount with brackets) .....	4600	\$	0
Gross income received from rental of land and/or buildings .....	4610	\$	1,380
Total non tax-receipted revenues received for memberships, dues and association fees .....	4620	\$	0
Total non tax-receipted revenue from fundraising .....	4630	\$	5,539
Total non tax-receipted revenue from fundraising .....	4640	\$	12,344
Total revenue from sale of goods and services (except to any level of government in Canada) .....	4650	\$	0
Other revenue not already included in the amounts above .....			
Specify type(s) of revenue included in the amount reported at 4650	4655		
Total revenue (add lines 4500, 4510 to 4560, 4575, 4580, and 4600 to 4650) .....	4700	\$	185,905

**Expenditures:**

Advertising and promotion .....	4800	\$	41
Travel and vehicle expenses.....	4810	\$	4,700
Interest and bank charges.....	4820	\$	333
Licenses, memberships, and dues.....	4830	\$	4,995
Office supplies and expenses.....	4840	\$	6,925
Occupancy costs .....	4850	\$	31,033
Professional and consulting fees .....	4860	\$	0
Education and training for staff and volunteers .....	4870	\$	1,359
Total expenditure on all compensation (enter the amount reported at line 390 in Schedule 3, if applicable) .....	4880	\$	97,896
Fair market value of all donated goods used in charitable activities .....	4890	\$	0
Purchased supplies and assets .....	4891	\$	6,477
Amortization of capitalized assets.....	4900	\$	709
Research grants and scholarships as part of charitable activities .....	4910	\$	0
All other expenditures not included in the amounts above (excluding gifts to qualified donees).....	4920	\$	0
Specify type(s) of expenditures included in the amount reported at 4920.....	4930		
<b>Total expenditures before gifts to qualified donees (add lines 4800 to 4920).....</b>	<b>4950</b>	<b>\$</b>	<b>154,468</b>

Of the amounts at lines 4950 and 5031 (reported at C5 Political Activities (c)):

(a) Total expenditures on charitable activities.....	5000	\$	132,722
(b) Total expenditures on management and administration .....	5010	\$	18,235
(c) Total expenditures on fundraising .....	5020	\$	3,511
(d) Total expenditures on political activities, inside or outside Canada, from question C5 (b).....	5030	\$	0
(e) Total other expenditures included in line 4950.....	5040	\$	0
Total amount of gifts made to all qualified donees .....	5050	\$	22,756
<b>Total expenditures (add lines 4950 and 5050).....</b>	<b>5100</b>	<b>\$</b>	<b>177,224</b>

**Other financial information**

**Permission to accumulate property:**

Only registered charities that have written permission to accumulate should complete this section.

• Enter the amount accumulated for the fiscal period, including income earned on accumulated funds.....	5500	\$	
• Enter the amount disbursed for the fiscal period for the specified purpose.....	5510	\$	

**Permission to reduce disbursement quota:**

If the charity has received approval to make a reduction to its disbursement quota, enter the amount for the fiscal period .....	5750	\$	
--	------	----	--

**Property not used in charitable activities:**

Enter the value of property not used for charitable activities or administration during:

• The 24 months before the <b>beginning</b> of the fiscal period .....	5900	\$	
• The 24 months before the <b>end</b> of the fiscal period .....	5910	\$	



