



# Unity Baptist Church

## Annual Reports 2016-17

May, 2017

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## Moderator's Reflections

*...who knows that you have not attained royalty for such a time as this...*

Esther 4:15

### Trust God in the Process

As I thought about writing this report, the verse from Esther popped into my mind and I thought about how recent events have me feeling that *who knows that you have not been placed here on Northey Avenue for such a time as this*. Let's look back and see God's hand at work. One year ago, we decided as a church that it was time to examine our options for facility growth so we formed a Building Proposal Committee who diligently met for several months resulting in a set of drawings posted for review in October along with a presentation (not the first time we've looked at drawings). In November we further discussed these drawings, and received the feedback that we were missing an important element of *community*. Just prior to our semi-annual meeting, we had been approached by Hope Mission to consider a partnership...they had seen the drawings...would we have been approached without them? Would the conversation have started? It's not for us to know, but we do see that certain steps we took in faith led us down a path that is very much centered around *community*.

### Trust God in the Process

We appreciate the unique gifts that God has placed in each of us and we see that in our current staffing model. Life's work experiences, passions and creativity have come to bear as we see our church administration being tweaked to bring us into the current compliance models, new website, online directory, fitting us into the techy world of online giving and automatic monthly giving, creating strategic plans, policy creation, bringing us into the thought patterns of missional community and restating our mission statement to truly model the calling of Unity Baptist Church...*who knows that you may just be in this place at this time...*

### Trust God in the Process

We believe that God brings into our midst those that have a heart for His people and to serve through time on Council. This past year, your Council team has been Heather Plett, Chris Rand, Darlene Johnson, Joel Cadieux, Jodi Landry and Karl Hoehne, who meet along with Rob and Ben. As we share around the table, here too one's life experience comes into play with the knowledge of administration, construction, heart matters and a passion for God's people. Challenge and accountability, sharing and prayer requests and holding each other up in prayer, doing the work, committing the time, seeing the vision and holding it up against the mission statement, financial accountability...always trusting God in the process. We want to acknowledge Joel's six years of service on council and say thanks for the commitment, passion and heart for the work of UBC and for challenging us to grow and speak from our heart. To Darlene, we wish you and Randy all the best in your move to Calgary and thanks for the insight into the financial world that you brought and how you've helped us the past 2 years working

alongside of Jen to ensure we are following best practices. To Jodi, thank you for the opportunity to serve with you over the past year and we wish you many opportunities to continue to serve and share God's love wherever He has you ministering at UBC. Thanks to Chris and Karl for saying yes to another term and we look forward to getting to know and work with three new council members...*who knows that you have not been trained/groomed for this very time...*

Trust God in the Process

Submitted on behalf of Church Council,  
Heather Plett, Moderator

## Rob's Reflections

*Not that I have already obtained all this, or have already arrived at my goal, but I press on to take hold of that for which Christ Jesus took hold of me. Brothers and sisters, I do not consider myself yet to have taken hold of it. But one thing I do: Forgetting what is behind and straining toward what is ahead, I press on toward the goal to win the prize for which God has called me heavenward in Christ Jesus.*

Philippians 3:12-14

I don't know if you noticed, but this year Unity Baptist Church turned 30. We had a cake, but that's about it, and if you're wondering why we didn't make a bigger deal of this anniversary, there are two very related reasons: we didn't have time, and it wasn't a priority. That's basically what Paul is saying in the verse above, and it's a great summary for our busy little congregation these days. We didn't plan a big 30<sup>th</sup> Anniversary party because we are really future-focused right now – we are in the middle of some really big decisions and changes so we didn't really have time, and celebrating the past is just not a top priority right now. And to me, that is a really exciting place to be!

As you read through these reports, look for the future-focused and top-priority decisions we have been making and will be making in the future, and the good things we are setting aside (at least for now.) One of the major themes of these reports, and of our leadership decisions these days, is that we can't do everything; we have to restrict ourselves to a few most important things if we are going to accomplish our goals. So we are going to choose to NOT do some good things in order to devote ourselves to the things that are most important right now. If we are going to press on as a church, as families, and as individuals, we are going to have to forget, or at least set aside, what is behind (and sometimes beside) in order to win the prize, to accomplish the mission, for which God has called us.

This report reflects the decisions we are making collectively to set aside some good things in order to focus on the most important things. My challenge to each of us individually is to do the same. We each need to prayerfully consider what is most important for us to focus on this year,

and then we need to consider what good things we need to give up in order to make sure the priorities happen.

## Strategic Plan

This year the staff and council have undertaken developing a comprehensive strategic plan for Unity Baptist. While much of this is not new information, but rather a collection of various statements and strategies into one directional document, some of what is below is new and a shift from what we have done, or how we have done it, in the past. What follows is an abbreviated summary, since some of the items are still under construction.

### 1. **New MISSION Statement:**

Love God, Love Our Neighbours, Love One Another  
Everyday, Everywhere, Everyone

*Notes:*

- *This change (from “UBC exists to help people become dynamic Jesus followers”) was presented at the March congregational meeting and will be voted on at the AGM*
- *While making Dynamic Jesus Followers, which is the Great Commission, is our (and every) church’s mission, it does not give direction about how.*
- *The new mission statement gives direction, and encapsulates the same “how” statements we’ve been using for a few years now*

### 2. **New Organizational VALUES Statement:**

Simple & Clear – Purposeful & Aligned – Serving Together

*Notes:*

- *These statements reflect HOW we want to accomplish our mission*
- *These are not statements about our identity or personality as a church (ie. family friendly, grassroots oriented, contemporary, etc.)*
- *We believe (with lots of evidence) that churches that maintain these organizational values are more effective at accomplishing their mission (think of the opposite to these values: complex, vague, too many programs, disconnected programs, etc.)*

### 3. **Leadership & Governance**

a. STAFF are accountable to the council

- to create, implement and manage strategy, ministries, policies, and budget,
- recruit & develop leaders,
- adhere to church policies, and
- represent and model our mission, strategy, and values

b. COUNCIL is accountable to the congregation

- to approve and monitor staff adherence to ministry budgets, strategies, and policies, and

- represent and model our mission, strategy, and values.

*Notes:*

- *This is not a new strategy, however it is important to constantly reinforce the primary task and accountability of leadership. If staff, or council, get side-tracked by other expectations or emphases, they will become overwhelmed and not successfully accomplish their goals.*

**4. Missional Communities** (of 12-50 people each)

- primary strategy for discipleship, evangelism, prayer, leader development, community impact, congregational care, and newcomer assimilation
- Groups with monthly rhythm of activities related to Loving God (UP), Loving our neighbours (OUT), and Loving one another (IN).

*Notes:*

- *We have talked about and experimented with Missional Communities for two years now, and this next year will see a concerted effort to establish these as a primary emphasis in our church.*
- *As well as encouraging many more people to join an MC, and working with the leaders of them, we will NOT be doing a number of other (good) programs this year that may otherwise distract from this emphasis.*

**5. Corporate Worship Services** (100 - 250 people)

- 'work of the people' - simple, effective, focused, participation, accessible, welcoming
- Growth Strategy: start new services when we have enough people to do so (220-250)

*Notes:*

- *We have worked hard for the past two years to both simplify our worship services, so Sundays don't take up almost all of our resources as a church, and to involve more people in participating and serving in our worship services. We will continue in that direction.*
- *The Growth Strategy is critical as we consider the next item, what we need for our facilities.*

**6. Facilities**

- seat 225 people comfortably
- adequate/effective children's ministry space, foyer, visiting space, parking, washroom access, staff/volunteer work/meeting space, options for community user groups

*Note:*

- *Our requirements are quite simple if we stick with our overall strategy, but clearly our current facility is inadequate to meet those needs.*

## 7. **Membership** → “Partnership”

- “Partner” implies active responsibility
- Those fully participating in the life and mission of UBC

### *Note:*

- *We have not had much conversation on this yet, and definitely have nothing to present at this time. Next year we hope to have further review and discussion around our membership requirements and procedures.*

## 8. **Communication** - everyone can know who wants to...

- Uses widely-used, easily-accessible platforms (web page, e-newsletter, bulletin)
- Timely (information shared within a reasonable timeframe for events, updates)
- Centered around the life of the church as a whole

### *Notes:*

- *Communication is always something that comes up as a concern. People want everything posted on multiple social media platforms, to make it easy and convenient for them.*
- *Limiting our use to a small number of platforms enables us to ensure consistency of message in a way that is not time-consuming for staff.*
- *Our guiding principle here is that we are not a business seeking to attract customers or have ‘satisfied customers.’ We are a family and the onus is on the members to stay informed as much as it is on the staff and council to keep everyone informed.*

## 9. **Financial Management**

- Church finances are managed in a way that is honest, transparent & accountable
- Treasurer is responsible for ensuring the safekeeping of all the funds, financial books and records, deposits, receipts, and accounts of the charity and delegates the day-to-day responsibilities involved in carrying out these duties to the staff, under the direction of the Senior Pastor.
- Treasurer is responsible for reviewing and understanding all financial records that are presented to the council, and for making any motions required in relation to the reports.
- Office Manager is responsible for day-to-day financial activities; prepares financial reports; reviews them with the treasurer; identifies any issues arising from the information and makes recommendations for resolving the issues; ensures compliance with all related legislation and Generally-Accepted Accounting Principles (GAAP)

### *Notes:*

- *This is probably the area that has changed the most in the past three years, but which is least understood in our church. The reality is that many of the financial systems we have had in place have not worked well for many years.*
- *We have realigned responsibilities and have moved to a financial system that is much more streamlined, fits with our governance structure, and is compliant with CRA*

*regulations and best practices according to the Canadian Council of Christian Charities (CCCC).*

## Financial Report

### Proposed Budget 2017-18

	2016-17 Budget	2016-17 Actual (Estimate)	2017-18 Budget
<b>Revenue</b>	\$ 335,555	\$ 324,700	\$ 330,898
Expenses:			
Staff <sup>1</sup>	\$ 213,220	\$ 192,435	\$ 218,858
Administration <sup>2</sup>	\$ 58,580	\$ 49,185	\$ 53,550
Training/Resources/ Supplies <sup>3</sup>	\$ 8,200	\$ 7,000	\$ 7,500
Ministry Support <sup>4</sup>	\$ 22,000	\$ 6,925	\$ 17,900
Missions & Outreach <sup>5</sup>	\$ 33,555	\$ 32,470	\$ 33,089
<b>Total Expenses</b>	\$ 335,555	\$ 288,015	\$ 330,898

#### Notes

1- Includes salary, benefits, payroll costs, continuing education and book & vehicle allowances

2- Includes office supplies, photocopier, computer & IT costs, utilities, insurance, repairs & maintenance, banking fees and contracted services (custodian, lawncare & snow removal)

3- Includes kids church curriculum, leadership development, worship music license and supplies, decorations, youth and kids church supplies

4- Includes pulpit supply, new equipment, food & refreshments and cards & gifts

5- Percentages (based on actual revenue amounts) 2.5% to ABA, 0.5% to NAB and 7% to local and international missions and outreach.

### Bank balances as of April 27, 2017

General Chequing Account <sup>1</sup>	\$150,540.54
Benevolent Account	\$ 4,199.86
Sabbatical Account	\$ 2,466.03
Building & Renovation Account	\$ 44,171.05

#### Notes

1- Includes \$21,279 designated to the Welcoming Refugees Special Project

### Missions & Outreach Spending Breakdown

Alberta Baptist Association	\$ 8,118
North American Baptist Association	\$ 1,623
Roy & Maria Crawford (CTEN)	\$ 2,880
Lane & Sheri Elliott (Good Seed Canada)	\$ 2,880
Clarke Glover (Power to Change)	\$ 2,400
Kenton & Sheldina Bruner (SIM Canada)	\$ 2,880
Vern & Gloria Wagner (NAB)	\$ 2,880



Jerod & Bexi Graham (YWAM)	\$ 2,880
Kelsey Chvojka (YWAM)	\$ 1,440
CAIWA	\$ 500
CARE	\$ 500
Gull Lake Retreat Centre	\$ 1,200
Haiti Children's Aid Society	\$ 400
Hope Mission	\$ 1,200
Love in the Laces	\$ 140
Samaritan's Purse	\$ 42
Shalom Counselling Centre	\$ 1,200
Abigail Arthur (LTD Support)	\$ 200
Liam Bunney (LTD Support)	\$ 200

#### Benevolent Account Breakdown

Donations received	\$ 6,545
Disbursements	
Normandeau School	\$ 1,000
The Mustard Seed	\$ 800
Red Deer Food Bank	\$ 800
Gifts to Individuals	\$ 6,546

#### Donation Statistics

We are fortunate to have a strong donor base who faithfully and generously support the ministry of our church. Our 80+ regular donors give using the offering plate, automatic bank withdrawal and PushPay to ensure we are able to meet our financial commitments.

We have seen a significant growth in non-Sunday morning giving, with 5 families signed up for monthly automatic bank withdrawal, and over 20 individuals taking advantage of the convenience offered by PushPay online giving. These giving methods are more streamlined, require less volunteer time, and offer more flexibility to our valued donors.

Yearly Donation Amount	Less than \$100	\$100 to \$500	\$501 to \$1,000	\$1,001 to \$5,000	\$5,001 to \$10,000	\$10,000+
# of Donations	12	10	5	25	19	9
Average Donation	\$51	\$330	\$696	\$2,691	\$7,326	\$15,031

## Facilities Report

We continue to have a variety of groups using our space during the week, including recovery groups, community groups, Hope Mission, and teams within the ABA.

For the first time in quite a while, we did not undertake any significant renovation projects within the church, mainly due to the discussion surrounding future building/major renovation plans. At last year's annual meeting, we voted to form a group tasked with developing and presenting a facility proposal. We reviewed the proposed plan this past fall but decided to shelve that plan and pursue the option of a partnership with Hope Mission. Additionally, we've been granted a 5-year extension to the permit for our portable, so we have time to fully weigh all the options for what to do with our facilities and implement whatever decision we make.

When we surveyed the congregation regarding the opportunity to explore a partnership with Hope Mission, the feedback was overwhelmingly positive. Over 90% of the responses were in the range of "Agree" or "Strongly Agree" that we should continue exploring these options. Certainly there were some concerns and cautions raised, but the vast majority of these were centered more around the mechanics of a partnership or building-share agreement. At the moment there are no firm plans for anything major, but depending on the outcome of the Hope Mission Partnership proposal, we may make some improvements to our facility to increase our capacity and comfort even as short-term measures. Such things include increasing our seating capacity by replacing the existing corner stage with a non-permanent stage (and perhaps removing the soundbooth), and installing ceiling fans in the sanctuary.

## Hope Mission Partnership Proposal

Prior Assumptions:

- For many years we have worked from the assumption that we would keep our existing building and build on to it
- We have also assumed that a partnership with another organization would entail maintaining ownership of our building and land.

Problems arising from those assumptions:

- Difficulty of working around an older building - having to add onto it and likely upgrade it to meet current building standards.
- Partnering with Hope Mission while maintaining ownership raises challenges for them of raising funds for building/land (which they don't own), and generally dividing ownership of shared facilities.

Current Proposal:

**Donate our building and land to Hope Mission in exchange for a long-term lease and approval of the design plan to ensure their facility plan aligns with our building needs.**

This would allow Hope Mission the freedom to use the entire lot to their best advantage, maybe even eventually tearing down our current facility (possibly after the new one is completed) and 'starting from scratch,' with our facility needs incorporated into their larger facility.

#### Advantages:

##### For Unity Baptist Church:

1. We get the use of a vastly superior facility much sooner and cheaper than building on our own.
2. Instead of devoting significant time and resources to building and fundraising committees and campaigns, we can devote our limited human and financial resources to the mission of our church.
3. In the long-term, we are free from the hassles of ownership (maintenance, renovation, etc.), and the challenges of an aging facility or a changing congregation with an unchanging (except for depreciating) facility.
4. We will be known as the church that donated our building and land to Hope Mission for the good of the community.
5. We will be the likely first-choice church for people from our community who find or become interested in Christ through the Hope Mission Youth Centre.
6. We meet our goals of facilities that meet our requirements, of building something that serves our community every day, and of partnering with another organization.

##### For Hope Mission:

1. They have the freedom to build the best facility possible (in the best location possible!).
2. They have the freedom to raise capital from all sources, including ones not available if we maintain ownership.
3. They (and we) have a much simpler legal arrangement than some form of shared ownership, and as the primary user of the space, it makes sense for them to be the owners.

##### For North Red Deer and the Kingdom of God:

1. North Red Deer gets the best possible youth centre, which meets family, social, psychological, physical, and spiritual needs.
2. The Kingdom of God sees two organizations partner in such a way to maximize the potential to reach many more people in North Red Deer with the Gospel of Jesus Christ.

#### Disadvantages:

##### For Unity Baptist Church:

1. We would no longer own building and land. Our "Assets and Liabilities" report would show a much lower bottom line of net worth.
2. Sundays will require more work to set up for our worship service and classroom spaces.
3. Our worship space would not look like a church (advantage or disadvantage?).

4. We would have limited access to the facility for large group meeting/events from 3 - 7:30 pm, 6 days/week.
5. We would not have control over renovations, upgrades, rentals to outside groups, etc.
6. We would not have control over all of the decisions around building the new facility.
7. We may lose some of our our storage capacity, and some of our spaces as they are currently configured.
8. Potential 'homeless' period of time, if our facility is torn down before the new one is ready.

If we choose to pursue this proposal (donating our building and land):

1. We are not ultimately committed until we have agreed on the lease agreement and design requirements.
2. We do not need to include substantial renovations in our 2017-18 budget.
3. We should (temporarily, at least) suspend donations to the "Building and Renovations" account, as we have \$40,000 there now, and if we don't own a building, we will have nowhere to re-invest that money (legally we cannot use it for other purposes).
4. The building proposal committee (which is currently suspended) will be dissolved.

## Missional Communities

In addition to several ongoing small group and bible studies, this year we have continued to experiment with a Missional Community (MC) model, which structures the rhythm of the groups' activities around the three key aspects of our mission: Love God (UP), Love Our Neighbours (OUT), Love One Another (IN). In practice, this means that during the course of a month, a fully functional MC would meet once to study scripture and pray together (UP), once to serve together (OUT), and at least once in a more informal setting (having a party, hosting a family for a meal, or meeting at the park [IN]).

This year we have had two MCs running. The first has been serving the newcomer family from Burma/Thailand that our church has sponsored. It has been a busy couple of months since their arrival, but the MC members have all played a part in getting them settled and helping them get on their feet. The amount of work has begun to taper off, and our community will be aiming to return to the original rhythm soon. Over these busy months, though, we've seen relationships develop with this family, and among members of our group, that are really positive. We've also been stretched in a number of ways—and grown as a result.

The second group began by serving at The Mustard Seed, but scheduling conflicts were a challenge. As a result, one member of the group arranged for us to provide respite care through Family Services for the caregivers of people with dementia. We have served there once already, and will be returning again mid-May. We've also be reading Philip Yancey's *The Jesus I Never Knew*, which has complemented our sermon series and provided some interesting discussion. Our prayer times together have been meaningful, and we had some wonderful moments of transparency, support and encouragement.

One thing we've learned is that good strong Christian community (IN) is very much a byproduct of doing UP and OUT together. We've seen people grow closer as a result of serving

alongside each other, and we've seen people who were new or on the fringes of the UBC community find a place.

As is reflected in the strategic plan, we will continue to lean in the direction of MCs, as we believe it is the most practical way to accomplish the three aspects of our mission. It really is our strategy for discipleship, leader development, evangelism, community building, congregational care, and more. We foresee Sunday services becoming increasingly connected to MC, and view these groups as the most practical way for us to learn from one another and put into practice what we start on Sunday. We certainly have a long way to go, but we plan on continuing to experiment with an UP/OUT/IN model because we think it's worth it—and we think you will, too.

## Kid's Church

This last year saw a significant change in how we structured and ran our children's church program - and it went very well! In the summer we experimented with the model, and developed the team to lead the new model from September to May of this past year. In a nutshell, that new model is more of a DVBS-style program, with the kids having an opening and closing session all together, and then travelling in groups to stations for a Bible story, craft, or games. The kids have enjoyed the program, and we believe it has been effective at teaching our kids Biblical truths. Next year, Kids Church will include the Grade 5 kids, making it a full elementary-school-age program as the new model is less reliant on dedicated classroom space for each grade, an issue with past programs. The other positive outcome has been that the youth and adult volunteers have felt that this program is much less difficult and demanding on them, and so it has been easier to recruit volunteers, which was a major goal.

A goal for this past year, which we only made one small attempt at, and which will be a goal again for next year, is to have Family Sundays where the kids and adults participate in the whole service together. In the past "Family Sunday" was just a euphemism for "we don't have Kids' Church today," but we would like to have some services that combine aspects of upstairs and downstairs church in ways that are meaningful to kids and adults.

Last year we tried to give our regular volunteers a bit of a break over the summer, simplifying our program significantly as we experimented with the new structure. This summer we plan to take that a step further, and recruit some high school and college students to plan and lead the open and closing sessions and two activities each Sunday (Bible story and craft or game). We will give these students an honorarium for their work, and only need 4-6 volunteers per Sunday to run the kids' church program.

While there are too many amazing volunteers to thank individually, our leadership team of Kristin De Andrade, JoAnne Holder, Kristina Bunney and Shelley Arthur have done an amazing job leading, coordinating, and recruiting for Kids' Church this year.

## Youth Group

The youth group, led by Chantel and Joel Raatz, Matthew Kuehne, and Derek and Jen Turner, with special appearances by Sheldon Cartwright, made a few small but intentional changes this last year that worked out very well, and has more changes in store for this next year. We began

this youth group 3 years ago with a core group of about a dozen grade 5 and 6 youth, plus a few students in grades 7-9, realizing we needed to establish the group while they were young, and fill the gap left once Kids' Church ended at grade 4. We had a very simple rotation of events every second Friday of house party, big event, gym night, and service project. This past year the night was changed to Thursday nights, more activities were held at the church due to the increased size of the group, and gym nights changed because the school district raised their rental prices significantly. The youth also adopted the Food Bank as their regular service project. This is now a fairly tight-knit group, though the age-span and size of the group is becoming a bit of an issue.

This coming year will see the following significant changes: first, grade six will become the entry point for new youth. This will enable us to make the shift in one year to two youth groups: a Middle School youth group, from grades 6-8, and a High School group from grades 9-12. Another transition this year will be the beginning of a Bible study for the older youth on alternate Thursday evenings. The current focus and structure has worked really well for developing a connected youth group, and introducing them to serving together, but the older group will need to develop some different rhythms and programming to take advantage of their increasing independence and maturity, and disciple them in different ways.

We have also made a bit of a shift in our Sunday morning programming for youth this past year. In previous years we had the youth groups kids alternate between serving upstairs or downstairs, always as a group of boys or girls together, and joining their parents in the upstairs worship service. This past year Susie Heinrichs led an Alpha Youth program for grades 5-7 every second Sunday, which delved into issues of concern to teens and was very well-received by the youth. The Kids Church team scheduled the youth into serving on Sunday the same way they scheduled adults. We plan to offer another Alpha-type Sunday morning program for grades 6-8 next fall, and will be looking at curriculum options during the next couple months.

## Sunday Morning Worship Service

Even as we seek to grow in the direction of Missional Communities and being more of an "everyday, everywhere, everyone" church, we recognize the obvious truth that Sunday morning worship is our largest program by any measurement, and also, obviously, an extremely important part of our ministry. This past year we have strived to accomplish two things in order to make our worship services more effective yet at the same time consume less time and energy for our volunteers and staff. First, we have tried to simplify what we do, so that people know what to expect, what is expected of them, and those expectations are reasonable and not burdensome. Often less is more, and some of our most meaningful and memorable services have been simple yet profound. Second, we have tried to involve more volunteers, which is related to and depends on the first goal. It's also true that we learn more, and connect more with others, when we are active and involved.

We have worked intentionally to focus, simplify, and involve more people in music and audio visuals. You may have noticed some new people involved, and hopefully you've noticed some improvements. Music teams are now rehearsing mid-week almost every week. We have developed a new scheduling system that allows our musicians to play with some different

people, often on fuller teams than before; enables some of our over-worked music leaders a chance to lead less often; and makes it easier for new musicians to gradually work up to playing with a team on Sunday morning. Megan Stober and Marco DeAndrade have been significant servant-leaders in this area. We also want to thank the many talented musicians and techs who serve so willingly.

We will continue to explore ways to make our worship services more impactful, participatory, simple, and focused, as well as open up more room in the sanctuary for new people to attend, and more opportunities for people to grow into serving through music, audio-visuals, reading, prayer, greeting, counting offering, or serving in our kids' church. This may involve some change and challenge, but the overarching goals of making room for more people to worship with us and making it possible for more people to engage actively and meaningfully in the worship services, have to be the priority.

Unity Baptist did many other things as well in 2016-17, which are not recorded in this report. If everyone of them were written down, I suppose that it would be too long for anyone to read. But these are written that you may understand our mission, strategy and focus for decisions of the past as well as the upcoming year.

## Church Records

### Baby Dedications:

- Vincent Rand
- Sawyer & Everly Klampfl
- Lincoln McIlwain

### Baptisms:

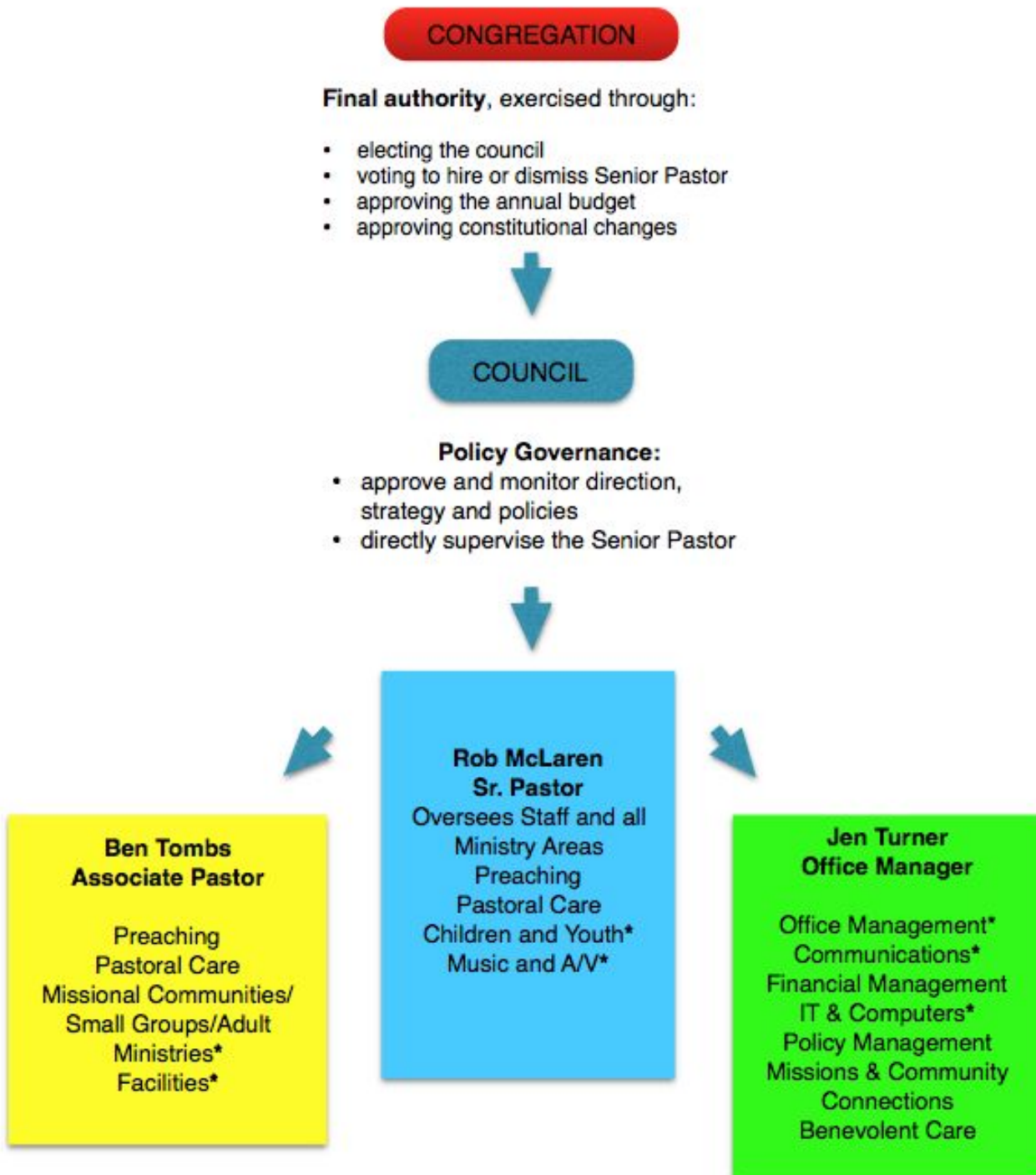
- Sheldon Cartwright
- Annika Bender
- Elijah Cadieux
- Aysja Scott

### New Members:

- Sheldon Cartwright

# Appendix A – Organizational Flow Chart

## UBC Organizational Flow Chart - April 2017 (\* indicates where financial accountability & authority lies)





## Appendix B – Minutes for Approval

### Unity Baptist Church Annual Meeting Minutes May 18, 2016

1. Worship & Opening Prayer
  - Brandon Motz and Chris Rand led the congregation in three worship songs.
  - Brandon Motz opened the meeting in prayer at 7:20pm.
  - Heather Plett led a short discussion on what quorum means.
2. Approval of Agenda
  - **Motion:** Moved by Laurine McFarlane and seconded by Susanna Neumann that we accept the agenda as presented. Motion carried.
3. Approval of Minutes:
  - November 18, 2015 (semi-annual meeting)
    - **Motion:** Kim Motz moved and Karl Hoehne seconded that the November 18, 2016 minutes be accepted as circulated. Motion Carried.
  - February 25, 2016 (special congregational meeting - building proposal)
    - **Motion:** Laurine McFarlane moved and Joel Raatz seconded that the February 25, 2016 minutes be accepted as circulated. Motion Carried.
  - March 20, 2016 (congregational meeting for election of officers)
    - **Motion:** Karl Neumann moved and Brandon Motz seconded that the March 20, 2016 minutes be accepted as circulated. Motion Carried.
4. Reports:
  - Moderator
    - Heather Plett spoke to the challenges associated with serving in a new position and gave an opportunity for questions.
  - Senior Pastor
    - Rob McLaren spoke to the mission and goals of the church.
    - Spent time reflecting on the past 10 years.
    - Looking forward to a strong structure for our congregation.
    - Staff and council compliment Rob McLaren's strengths. Now there is time to pursue some of the areas that he previously didn't have as much time for.
    - Noted Concerns:
      - Sanctuary Size
      - Second Service not feasible now, but will consider this in the future.
      - Developing a plan for children's ministry for the summer well in advance.
  - Spoke to our affiliations with the Alberta Baptist Association, Camp Caroline and North American Baptist Conference.

- Opportunity was given to ask questions.
- Associate Pastor
  - Ben Tombs updated us on how small groups have evolved.
  - The Pre-Service Prayer time has been growing before each worship service.
  - Right-Now Media: Not being well use so in the next 6 months we will be reconsidering this subscription.
  - Missional Community Pilot: Loving God, Loving One Another and Loving Neighbours. (Up, In, Out)
    - Prayer Walks
    - Serve Meal to Refugees
    - Serving at the Food Bank
    - Consider joining a Missional Community this Fall
  - Lounge has been set up for a prayer room and nursing room for moms
  - Deadline for removal of portable (Sept. 2017) and the Building Proposal Committee has a mandate to do some preliminary research on proposed options as well as searching for suitable office space for construction period. The membership are being contacted to hear their voice in helping to determine needs and priorities.
  - An opportunity was given for questions
- Office Admin
  - Jen Turner spoke to the streamlining of communications through the launch of the new church website.
  - Financial Operations have been streamlined
  - PushPay: mobile app for donating to the church.
  - Pre-Authorized Debit now an option as well.
  - Working with Missional Partnerships and Benevolent Fund.
  - An opportunity was given for questions.
- Treasurer
  - Darlene Johnson noted that a correction to the Treasurer's Report was made in the Annual Report.
  - Spoke to the reorganization of Budget Lines: easier to use and track.
  - The final financial expenses for the fiscal year has been estimated and will be confirmed at the semi-annual meeting.
  - Giving has been down this year. Consequently, budget has had to be adjusted to reflect this.
  - Short discussion on who is on payroll.
  - **Motion:** Darlene Johnson moved and Laurine McFarlane seconded that we accept the Treasurer's Report as amended. Motion Carried. (See Appendix for corrected statement)
  - 2016-2017 Budget Approval
    - Discussion about missional donations and special projects

- Discussion about which budget line the money for the building project should be placed under.
    - Discussion about the proposed use of the \$25,000 in the building fund as per the recommended by the Building Proposal Committee for hiring a construction manager for the next phase
  - **Motion:** Darlene Johnson moved and Dennis Liesch seconded that the 2016-17 Operational Budget of \$335, 555 be approved as presented. Motion Carried.
  - Appointment of Financial Review Committee for the 2015-2016 fiscal year are as follows:
    - Peter Braun
    - Brenda Murdoch
    - Gerry Terpstra
- 5. Election of Officers:
  - Financial Secretary - Michael Balon
  - Christine Roadhouse and Gerry Terpstra served as scrutineers for the vote.
- 6. Presentations to board members
  - Chris Rand made a presentation to Brandon Motz for his service for the last 6 years.
  - Joel Cadieux made a presentation to Eunice Leisch for her term of service.
  - Heather Plett will make a presentation to Keith Roadhouse at a later date for his 6 years of service as Financial Secretary as he was not present at the meeting
- 7. Election Results and destruction of ballots
  - 34 Ballots Cast: Michael Balon elected.
  - **Motion:** Brandon Motz moved and Dennis Liesch that the ballots be destroyed. Motion carried.
- 8. Q&A
- 9. Adjournment & Prayer
  - Heather Plett closed the meeting in prayer.
  - Susanna Neumann moved that the meeting be adjourned at 8:41pm.

Appendix - Financial Statement  
 Unity Baptist Budget 2016-2017

	15-16 Budget	15-16 Actual (Estimate)	16-17 Budget
TOTAL REVENUE	\$350,000	\$305,146	\$335,555

## EXPENSES

Payroll	\$ 204,520	\$194,949	\$200,000
Administrative Costs	\$ 46,300	\$ 41,862	\$ 48,600
Staff Ministry Costs	\$ 14,300	\$ 10,760	\$ 12,700
Training/Resources/Supplies	\$ 13,380	\$ 7,272	\$ 8,200
Ministry Support	\$ 36,500	\$ 26,552	\$ 32,500
Missions	\$ 35,000	\$ 28,363	\$ 33,555
TOTAL EXPENSES	\$ 350,000	\$ 309,758	\$335,555
Net Income	\$ -	\$ -4,611	\$ -

**Unity Baptist Church Semi-Annual Meeting  
November 16, 2016**

1. Worship: Chris Rand and Rob McLaren Lead Council/Congregation (7pm)
2. Approval of Agenda (Heather Plett)
3. Approve AGM Minutes from May 18, 2016 (postponed to Annual Meeting)
4. Financial Update
  - a. Comparative Income Statement May 1 2015-April 30, 2016
  - b. Balance Sheet April 30, 2016
  - c. Letter from the review of the Financial Records
  - d. YTD Financial Summary May 1, 2016-Sept. 30, 2016
    - i. Dwight Steen asked for a comparison between last year and this year. Jen Turner responded that we are slightly down from the last fiscal year.
    - ii. Dennis Liesch asked if the value of the land has changed. Jerry Terpstra responded that there is a historical appraisal available. However, the numbers do not reflect the present value. Present value could be assessed with an up-to-date appraisal.
    - iii. A question was asked about building insurance. Heather Plett responded that Council has increased our insurance to reflect the current value of our property. Current replacement value \$2.75/square foot plus contents.
  - e. Motion: Heather Plett moved and Kevin Bender seconded that we accept the year end financials for the 2015-2016 fiscal year which include the Balance Sheet, Income Statement and report of the examination of the financial records. Carried.
5. Prayer Time:
  - a. Heather Plett shared about the importance of prayer, drawing from the principles presented in The Circle Maker.
  - b. We must pray specifically.
  - c. Heather Plett instructed congregants to get into groups of 4 or 5 to specifically commit this building endeavour to God.
6. Building Proposal Discussion
  - a. Heather Plett began with a brief update of the recent history of the building proposal process.
  - b. Rob McLaren spoke to the context of why we are proposing a building expansion. He related this process to our church's mission, vision, and values. He indicated that growth is important-both numerically and spiritually, but it must mesh with the values of our congregation.
  - c. Ben Tombs gave a short summary of what has been done to modify our current building:
    - i. Added 2 classrooms
    - ii. Renovated bathrooms

- iii. Expanded foyer
- iv. Sound booth added
- v. Roof was repaired
- vi. Wheelchair access was added on the back entrance
- vii. A Facility Evaluation was conducted by Ron Murdoch.
- viii. Ben Tombs spoke to how the facility is used during the week. (UBC events, Community Recovery Groups, ABA groups and sport groups)
- ix. Ben Tombs spoke to the challenges of using the facility on Sunday and during the week. (traffic issues in important areas and seating capacity)
- d. Joel Cadieux spoke of the Building Proposal Committee Journey
  - i. The main impetus for the expansion was the need for office space (portable must be moved by Fall of 2017)
  - ii. Top 3 areas for change or development: larger foyer, sanctuary, and multi-purpose area.
    - 1. Question: How did the committee determine that \$1.5 million was the level of affordability? Joel Cadieux responded that it was a ballpark figure of what committee felt our church could handle.
    - 2. Question: How is the proposed design meeting the needs of community groups? Joel Cadieux responded that the layout is not final.
- e. Jordan McIlwain presented feedback collected from the congregation. He also discussed some of the themes that were brought up.
  - i. Renovation is not a feasible solution because so much updates to new codes would be required.
  - ii. Most stakeholders have been engaged.
  - iii. Feedback was mixed based on how the building proposal fits in with our mission, vision and values.
- f. Ben Tombs went over many of the questions and concerns brought up by the congregation.
- g. Jordan McIlwain spoke to the question of how the building proposal addresses the needs of our community. He said that the currently proposed blueprints would meet many of the needs, but community groups will be met with to ascertain the needs they have.
- h. Jamie Stober spoke to the affordability of this project. From an economical/financial perspective we cannot afford this, however, if the congregation is behind this venture, we CAN make this happen through God's strength and power.
  - i. Question: Is the project for our congregation to carry on our own, or can our community groups contribute to this proposed expansion? Answer: this is a possibility.
  - ii. Question: Is the open portion of our land available to sell? Answer: If we do sell, we would have to sell it back to the city. (all facts need to be confirmed with the city)

- iii. Question: Do we need a bigger kitchen and if we do, would the expansion accommodate this? Answer: The thinking was that if we expand, we would have the space from the existing sanctuary to expand.
  - i. Heather Plett spoke to what is happening next.
    - i. Council/Building Committee requests feedback from congregants using the provided forms.
    - ii. We will take this information into our discussion and then present our findings and recommendations to the building committee.
7. Meeting Adjourned at 8:50 pm.
8. Closing Prayer

**UBC Congregational Meeting Minutes**  
**March 12, 2017**

1. Welcome & Meeting called to order  
Meeting called to order at 11:02 am
  
2. Appointment of Scrutineers  
Gerry Terpstra, Susie Heinrichs, Lorne Bolack, and Annika Bender volunteered as scrutineers.
  - Orders of the Day – Election process
  - Hand out ballots
  - Collection of ballots
  
3. Financial Update:  
Heather mentioned that financial update is summarized in the bulletin each week.
  - Treasurer Report
  - Charitable Tax Receipt Update
  - Financial Secretary (Michael Balon) did not sign Charitable Tax Receipts because of conflict of interest with him also working for Revenue Canada. Council authorized Jen Turner to sign the 2016 charitable receipts.
  - This issue is currently being investigated.
  
4. New Mission Statement Proposal
  - Heather presented the new mission statement proposal and asked the congregation for feedback.
  
5. Hope Mission Partnership Update
  - Rob began by giving a short recap of our journey towards expansion. (office space and sanctuary space being the primary motivating factors).
  - Rob reviewed the presented expansion blueprints.
  - Rob addressed the congregational concerns for a partnership with another organization and developing a greater way of influencing North Red Deer.
  - Opportunities:
    - Greater opportunity to serve Jesus everyday
    - Partnership with another organization\ a wonderful location for a Youth Centre
    - Discipling the next generation-vision X10
    - Sunday Kids' Church
  - Cost? Ownership, shared use, control, identity, comfort
  - It won't be possible for having both a new sanctuary and a youth centre. Therefore, Rob presented a reconfiguration to our current sanctuary to increase the current capacity by 50-100 seats.
  - Rob fielded questions from the congregation for 5-10 minutes.



6. Results of the election

- 45 ballots cast and 45 affirmative votes
- Heather Plett – Moderator (4<sup>th</sup> term on council)
- Chris Rand – Church Clerk (3<sup>rd</sup> term on council)
- Karl Hoehne – Member At Large (2<sup>nd</sup> term on council)

7. Motion to destroy the ballots

**Motion:** Kevin Bender moved and Dave Bunney seconded to destroy the ballots. Motion carried.

8. Motion to adjourn the meeting

**Motion:** Sara Bender moved to adjourn the meeting at 11:39 am.

9. Grace for the potluck.

**Unity Baptist Church Annual Meeting Agenda**  
**May 10, 2017**

1. Worship & Opening Prayer
2. Approve Agenda
3. Approve minutes
  - a. May 18, 2016 – Annual Meeting
  - b. November 26, 2016 – Semi-Annual Meeting
  - c. March 12, 2017 – Special Congregational Meeting
4. Election of Officers:
  - a. Appointment of Scrutineers
  - b. Orders of the Day – Election Process
  - c. Distribute ballots – Council Election
    - i. Michael Balon (Treasurer), Ron Murdoch & Megan Stober (Members At Large)
  - d. Collection of Ballots
5. Reports
  - a. Mission Statement & Strategic Plan Update
  - b. Hope Mission
  - c. Financial Update:
    - i. Treasurer’s Report
    - ii. Proposed Budget 2017-2018
    - iii. Motion to approve the budget
6. Election Results
7. Motion to destroy the ballots
8. Presentation to retiring Council Members
9. Motion to Adjourn
  - a. Adjournment time: \_\_\_\_\_
10. Closing Prayer

Refreshments to follow

## Appendix C – List of Motions to be presented during the AGM

- To approve agenda as circulated
- To approve past meeting minutes as circulated
- To approve new mission statement as circulated
- To empower staff and council to continue to investigate the options surrounding donating our building and land to Hope Mission in exchange for a long-term lease and approval of the design plan to ensure their facility plan aligns with our building needs.
- To approve the proposed budget as circulated (motion made by Treasurer)
- To destroy ballots
- To adjourn