

**BALZAC UNITED CHURCH**  
**2011 CONTACT INFORMATION**

**TRUSTEES:**

Paul Arnott  
Hm. 403-295-7460 (Calgary)  
Ron Beagle  
Hm. 403-285-9627 (Calgary)  
Dave Roberts  
Hm. 403-226-0352 (Balzac)  
Grant Shuttleworth  
Hm. 403-226-0056 (Balzac)  
Reverend Rita Cattell

**RESPONSIBILITIES**

- . Hold the property in trust for the use of the congregation.
- . Identify and proactively plan around any issues that may impact the property held in trust for the use of the congregation.
- . Review and maintain the uses for which the property held in trust can be used.

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**Church Secretary:**

Angela Wigglesworth  
Hm. 403-946-4846  
Email: [awigglesworth@gmail.com](mailto:awigglesworth@gmail.com)

- . Prepare and print church bulletin.
- . Coordinate and book activities and events happening in the church building.
- . Manage membership roll information.

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**Sunday School:**

Victoria Walkes  
Hm. 403-282-4862  
Email: [kvw@nucleus.com](mailto:kvw@nucleus.com)

- . **Reports to Internal Affairs Ministry**

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**Music Director:**

Lee Dowan  
Hm. 403-288-1078  
Email: [ladyleedow@shaw.ca](mailto:ladyleedow@shaw.ca)

- . **Reports to Internal Affairs Ministry**

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**Advertising:**

Joyce Covey  
Hm. 403-948-3684  
Email: [covster@shaw.ca](mailto:covster@shaw.ca)

- . **Reports to Internal Affairs Ministry**

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**Concert Committee:**

Ken Romphf  
Hm. 403-730-8777  
Email: [kiromphf@yahoo.ca](mailto:kiromphf@yahoo.ca)

- . **Reports to Internal Affairs Ministry**

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**Web Master:**

Kevin Walkes  
Hm. 403-282-4862  
Email: [kvw@nucleus.com](mailto:kvw@nucleus.com)

2011-03-07

# BALZAC UNITED CHURCH

## 2011 Contact Information

### Board Positions/ Contact Information

#### **Chairman**

Allan Fraser

Hm. 403-946-0144

Email:

[flyinguranch@explornet.com](mailto:flyinguranch@explornet.com)

### Responsibilities

- . Maintain Board direction and focus on the responsibilities outlined for for the board.
- . Set Board meeting agendas.
- . Chair Board meetings and congregational meetings.

### Ministry & Personnel:

Angela Burford

Hm: 403-980-4428

Email:

[theburfords@shaw.ca](mailto:theburfords@shaw.ca)

- . Provides a consultative and support agency for the staff, members and adherents of the congregation. Reviews staff remuneration, working conditions, effectiveness, reporting relationships and responsibilities.
- . Oversees the relationship of the staff to the congregation.

### Internal Affairs/Worship

Hazel Mountford

Hm. 403-948-9342 (Airdrie)

Email:

[hmmountford@shaw.ca](mailto:hmmountford@shaw.ca)

- . Consult with the minister regarding all aspects of the regular and special services of public worship.
- . Plan and direct the total faith formation program for the adult and children congregations.
- . Manage expenses for worship requirements including music, education programs and advertising.

### External Affairs/Outreach

Ben Bernier

Hm. 403-945-9349 (Airdrie)

Email:

[bmb1959@hotmail.com](mailto:bmb1959@hotmail.com)

- . Coordinates at least one major outreach project per year.
- . Educate the congregation about the M & S fund.
- . Recommend the M & S goal for the yearly budget.

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**Property:**

Ken Romphf

Hm. 403-730-8777

Email:

[kiromph@yahoo.com](mailto:kiromph@yahoo.com)

- . Property maintenance and expenses for both interior and exterior repairs, servicing of utilities and septic system, and maintenance of church equipment such as PA system and the photocopier.
- . Property safety and security.
- . Coordinate regular caretaking and annual cleaning campaign.
- . Take bookings for events and arrange for set up, clean up and fee collection for the event (in conjunction with Minister and Church Secretary).

**Secretary:**

Debra Jepson

Hm: 403-945-3786

Email:

[debra@jepsonfamily.ca](mailto:debra@jepsonfamily.ca)

- . Take minutes at Board Meetings and distribute to Board Members, post on church bulletin board and retain in a church binder.
- . Maintain an updated list of Board members, trustees and minister.

**Minister:**

Reverend Rita Cattell

Cell: 403-560-5197

Email:

[cattellr@shaw.ca](mailto:cattellr@shaw.ca)

- . Spiritual leader of congregation.
- . Sunday morning worship, weddings and funerals.
- . Bible studies.
- . Administration.
- . Pastoral care.
- . Resource support to church project, plans and programs.

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**Treasurer:**

Larry Bilben

Hm: 403-948-4145

Email:

[lbilben@telusplanet.net](mailto:lbilben@telusplanet.net)

. **Reports to the Board**

. Maintain financial records of the congregations.

. Prepare monthly/annual financial statements.

Pay expenses and reconcile Bank statements.

2011-03-07

