

TERMS OF REFERENCE

TIME OUT COMMITTEE

Purpose

The Time Out program is coordinated and presented by volunteers from Metropolitan United Church and the community. It offers two hour-long morning information sessions that include programs covering a broad range of topics. Participants enjoy the opportunity to experience quality programming and fellowship with one another.

Time Out Program

1. The program has been in operation since 1973, and is offered yearly for eight consecutive Wednesday mornings from 9 a.m. to 12 noon beginning in January through March.
2. Three or four topics are offered for each of the two sessions and participants choose two topics ... one for each session. Over the years, presentations have included arts & crafts, music performance, music history, travelogues, an array of theatre topics, financial interests, religion, books and exercise.
3. Registration is on a first come first served basis on the second Wednesday of January. The registration cost is relatively inexpensive for the 2 sessions over the 8-week period.
4. All presenters are volunteers from the community.
5. The coordinators try to get the ministerial staff to speak at the opening and closing of each Time Out weekly program.
6. A mid-morning break in the program at 10:15 a.m. offers an opportunity for fellowship, refreshments, announcements and an inspirational message. The inspirational speakers are chosen by one of the Time Out program coordinators and may be Time Out program participants, members of Metropolitan or notable members of the local London community who the coordinators feel have something to contribute. The talks last a maximum of 5 minutes so as not to be too much of a distraction from the social aspects of the mid-morning break.
7. At the annual wrap-up meeting, the Time Out program committee uses their established guideline for the distribution of revenue. Fifty percent (50%) is returned to Metropolitan United Church in cash or materials. The remaining fifty percent (50%) of the revenue is distributed to charities and/or programs outside the Church.

Responsibilities

1. Program Conveners provide the session topics, secure speakers, introduce and thank each speaker.
2. Co-Conveners responsible for administration, scheduling and timing of the sessions, coordination of refreshments and volunteers for coffee time, coordination of building accessibility and parking in consultation with the Church Sexton and Property Committee representative.
3. The Secretary records and distributes minutes of two annual meetings to committee members via e-mail, and sends thank-you letters by mail to all presenters in March each year.
4. The Treasurer records financial data, pays bills and distributes funds to selected charities.
5. The Registrar records and registers participants.
6. Consultants confer with the Church Property Committee representative and program brochure designer.

Frequency of Meetings

Two meetings are held each year.

A planning meeting is held in September to:

- a. discuss the next year's Time Out program,
- b. review the Risk Management policy
- c. review the Terms of Reference for the Time Out Committee, and send it to the Board of Elders if changes are made, and
- d. discuss and draft an annual report for the congregation as part of Metropolitan's package of committee reports to the annual congregational meeting.

A wrap-up meeting is held in March following the eight-week program to:

- a. confirm the leadership for the following year, and
- b. decide on the financial disbursements of the Time Out program revenue.

Membership

Membership includes 7 or 8 program conveners, 3 or 4 co-conveners, secretary, treasurer, registrar, and 2 consultants.

Term of Membership

There is no set term of membership.

Quorum

There is no quorum. The meetings involve all who can attend.

Resources

Time Out uses the physical resources, custodial services and facilities of Metropolitan United Church, including several pieces of equipment that were purchased by the Time Out program for the church.

Related Metropolitan Policies

Risk Management

TIME OUT COMMITTEE	
Approval Meeting by Board of Elders:	June 2013
Approval by Time Out Coordinators:	June 2013
Previous Version Date:	June 2013
Committee Responsible:	Time Out Committee