

TERMS OF REFERENCE

OUTREACH TEAM

Purpose

The Outreach Team acts on behalf of the congregation of Metropolitan United Church to support the work/needs of local and global ministries. Outreach funds that support the latter are usually matched by the Canadian International Development Association (CIDA).

Background

For many years, Metropolitan's congregation financially supported the Mission and Service fund of the United Church of Canada. In April 1976, a committee of 21 researched, planned and implemented a course of action to learn more about the mission projects supported by Metropolitan and sponsored exclusively by the United Church of Canada. Individual congregations in the United Church of Canada were given the opportunity to become more involved in mission and service by choosing three or four projects and earmarking up to 50% of the funds sent to United Church of Canada to support the projects of their choice. Metropolitan chose to support four projects to enable its members to relate more closely to missions and to receive information that could help Metropolitan's congregation feel more personally and directly involved in mission projects. At that time, Metropolitan reorganized its own Mission and Service Committee. In 2010, the committee was renamed the Outreach Team.

Priorities

1. The Outreach Team helps to expand Metropolitan's ministries by allocating charitable donations that support the work/needs of local and global communities.
2. Metropolitan's Outreach initiatives take into account:
 - a. selection of faith-based charitable organizations, groups, or programs both within Metropolitan and outside Metropolitan,
 - b. promotion of Metropolitan's ministries and outreach activities with presentations and invitations to our recipients to participate in Metropolitan's worship services and special events, and
 - c. selection and promotion of recipients for the Easter and Anniversary offerings.

Activities

1. Report to the Board of Elders at the request of the Board. The Chair may be requested to attend Board meetings that require discussion of possible recipients for Metropolitan's Anniversary and Easter special offerings.
2. Discuss and prayerfully select charitable organizations, groups or programs with low or no administrative costs.
3. Inform Metropolitan's congregation and the wider London community about the work of the charitable organizations we are supporting through:
 - a. write-ups in the weekly calendar
 - b. write-ups in Metro News
 - c. write-ups on Metropolitan's website
 - d. "Minute for Mission" in the worship service
 - e. informative displays at Café Metro, and
 - f. articles posted on bulletin boards.

4. Annually provide a written report as part of Metropolitan’s package of committee reports to the congregation at its annual general meeting (AGM).
5. Distribute Outreach program funds to charitable groups/organizations in a timely fashion, accompanied by signed letters.
6. Review the Terms of Reference and the Risk Management policy as a team at the first meeting of the new term each year.

Frequency of Meetings

Meetings are held as needed, usually two or three times each year

Membership

1. Members are selected by the Board of Elders.
2. Members agree to carry out the responsibilities for the above-mentioned activities.
3. Outreach Team consists of a Chair, secretary and financial analyst, plus five (5) to seven (7) members at large
4. The Chair and secretary of the Outreach Team are selected from the existing team.

Term of Membership

Each term of membership is at least three (3) years. New members are phased in to provide continuity.

Minutes

Minutes are distributed to all members following every meeting.

Resources

Audited financial statements from charitable organizations are requested and scrutinized.

OUTREACH TEAM	
Approval Meeting by the Board of Elders:	September 2014
Approval by the Outreach Team:	June 2014
Previous Version Date:	June 2014
Group/Committee Responsible:	Outreach Team