

Terms of Reference for Sharing Spaces Project Committee Working Groups

The scope for all three working groups will probably need to be adjusted and revised as the project unfolds. The scope below reflects how the work is envisioned at this time.

Indoor Playground Working Group

Purpose: This group will assist and support the Sharing Spaces Project Committee (SSPC) to develop and implement a plan for an indoor playground, including an area for families/caregivers, that supports BMC's vision, invites and welcomes the community, and supports children's and other BMC ministries.

Scope of Work:

- Conduct research, work with vendor, and make recommendations regarding an indoor playground including:
 - Articulation of vision for how the congregation would like to see the indoor playground used (i.e. why BMC is doing this and how it supports our mission) that will guide and support the initial installation as well as ongoing use of the indoor playground
 - Selection of vendor
 - Recommended location (either room 200 or the fellowship hall/gym) and rationale
 - Possible options for design and plan for indoor playground based on criteria including play value, safety, security, ease of maintenance, type of materials, ongoing vendor support, cost (including use of BMC resources to reduce cost of installation), and timelines
 - Identifying and including in plans and costs any other playground needs and accessories (e.g. access to washrooms, coffee/tea space for parents of children, other toys, etc)
 - Possible options for location and design that provides shared space for important BMC needs (including youth, children's ministry, indoor sports, fellowship meals, etc depending on location).
 - Liaising with other working groups as needed (e.g. will the childcare service center want to expand to Room 200?) in case the childcare provider would like to use the indoor playground and/or space adjacent to the indoor playground
 - Liaising with Stewardship and Finance Committee in developing options
 - Consulting with and bringing forward options for BMCers to consider and provide input on in order to shape recommendations that will be brought to Council and the congregation for review and approval.

- Developing policies and procedures for the use of the indoor playground, including potential user fees and estimated revenue, hours of availability, and BMC volunteer/paid resources needed to support use.
- Acting as point-of-contact with vendor as work progresses and bring forward any issues and questions

Considerations impacting recommendations:

- The selection of a childcare provider and negotiated amount of space for childcare
- BMC space needs and input from BMCers
- Budget (e.g. maximum cost) in consultation with Stewardship and Finance Committee

Support and Accountability

- Research resources already gathered by the Open Spaces Committee are available
- A member of the SSPC to be part of this working group
- Project kickoff meeting to be held with all the working groups and then regular touchpoint meetings with the SSPC as needed
- SSPC will report on progress and review recommendations before bringing to Church Council and the congregation

Key Decisions for Church Council and the Congregation:

- Selection of vendor and project ceiling cost
- Location of indoor playground
- Design, plan and timeline for installation, including policies and procedures for use of the playground