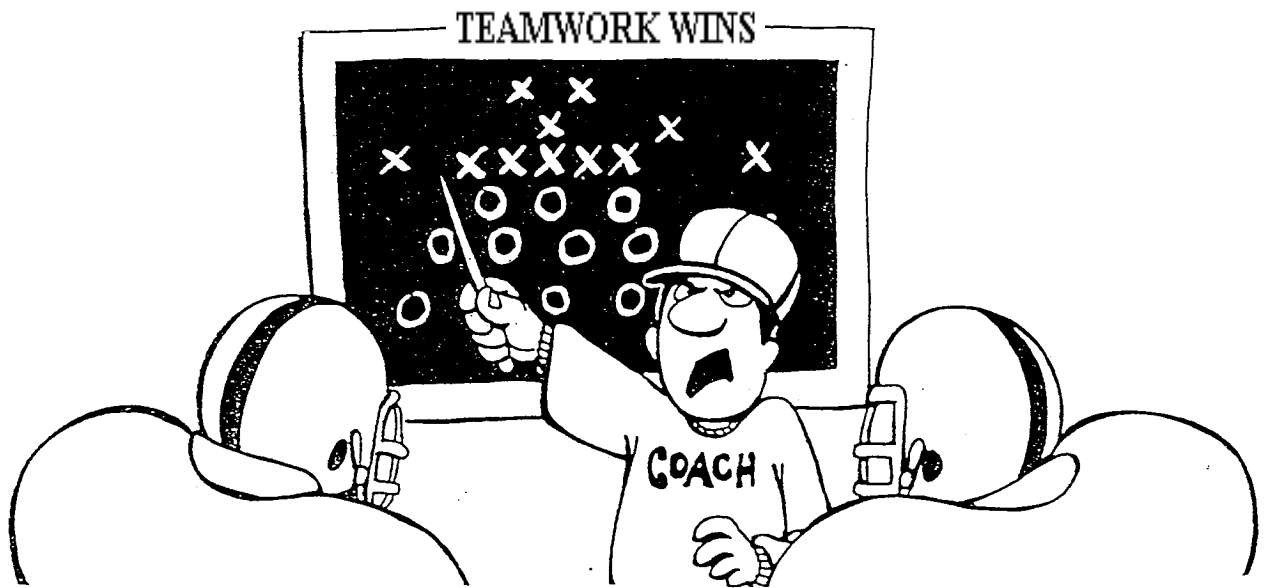


Family Life Center's
**REGULATIONS
AND GUIDELINES**



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**CEDAR BLUFF BAPTIST CHURCH
FAMILY LIFE CENTER**

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**CEDAR BLUFF BAPTIST CHURCH
FAMILY LIFE CENTER**

PURPOSE

The purpose of this manual is to establish working guidelines that administer control and consistency for the use of the Cedar Bluff Baptist Church Family Life Center.

The purpose of the Family Life Center is ministry.

Ministry is not possible in chaos and confusion.

This manual is a church approved source for information and procedures. Since there is too much to remember, this manual records the guidelines for everyone to follow.

This manual makes us a team. Since different volunteers work different shifts, different days, and different events our people can become a team if they use the same authority and guidelines. Therefore, people who come on different nights will find continuity and unity in rules and attitudes.

This manual is the instruction book to help us operate this tool that God has placed in our hands.

CEDAR BLUFF BAPTIST CHURCH
FAMILY LIFE CENTER

Leadership

FORWARD

Volunteers who are willing to work together are a key to our success. Volunteers must keep the ministry Christ-centered and church-oriented. This work is designed more to nurture people than accomplish a task. Let us work and play in such a way that will guarantee a friendly face every time someone comes to the Center.

This handbook makes ministry centered in the members, not in church “staff”. All of us are ministers for the members, guests and visitors who come into our realm of influence.

In the Family Life Center, recreation is the life-lab where we see that Christianity really works. It’s applying principles from Bible study and worship in life situations. Outsiders who come into that kind of setting will see the dynamic difference. Cool church members will be warmed up!

As volunteers, we ask you to assume a servant’s role. Be more interested in helping others have a good time than yourself; smile sometimes when you’d rather scream or cry; answer the same question for the thousandth time with the same eagerness as the first time.

Keep in mind that Christian love is vital. As we are TOGETHER in this building, and get acquainted with members, guests and visitors, wonderful things will happen. As was said of the early disciples, “How they love one another.”

God will bless and multiply our efforts. The greatest days are ahead.

Pastor Eddie Beck



We're Growing!

**CEDAR BLUFF BAPTIST CHURCH
FAMILY LIFE CENTER**

GENERAL INSTRUCTIONS

1. Participation is a key. Participate in activities and volunteer to lead them.
2. Regular and consistent service as a volunteer is essential.
3. Be familiar with programs and activities taking place. Take an interest in them.
4. Be familiar with these policies governing the operation of the Family Life Center.
5. Help keep a clean and neat facility.
6. Use tactfulness, thoughtfulness, helpfulness and Christ-likeness in carrying out your role as a volunteer worker. Be friendly.
7. Take charge when necessary. Help maintain control and discipline throughout the building. See that visitors' needs are met. Refer any problems to the Family Life Center Committee Chairman.
8. Put all equipment in its proper place when the event is completed.



**CEDAR BLUFF BAPTIST CHURCH
FAMILY LIFE CENTER**

EVENT LEADER

Person Responsible For Scheduled Event:

1. The person who is responsible for a scheduled event (the event leader) must be a FLC Committee member or a FLC Committee approved volunteer. Note: See page 14 for the "Volunteer Approval" form.
2. The event leader is to arrive 15 minutes before the event begins, or as needed to adjust the temperature of building before the group arrives.
3. The event leader must be sure all equipment is ready for activities.
4. He or she must be present during the entire event.
5. He or she must handle any emergencies and be familiar with the emergency policies.
6. He or she must enforce posted safety rules.
7. He or she must insure all equipment is in its proper place when the event is completed.
8. The event leader is to close the facility when the event is complete. When closing the FLC, be sure all lights and appliances are off and all doors are locked. Properly adjust heating or cooling before you leave.
9. Report any problems to FLC Chairman.

**CEDAR BLUFF BAPTIST CHURCH
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FAMILY LIFE CENTER POLICIES AND PROCEDURES

- I. The purpose of the Family Life Center is to undergird, supplement, strengthen, and compliment the organizations of the church, to seek to lead the lost to Christ, to reach and develop people for the glory of God and to provide quality leisure time activities in a Christian setting.
- II. Qualifications for using the Family Life Center for in-church groups.
 - A. All Cedar Bluff Baptist Church sponsored organizations: Sunday School, Discipleship Training, Youth Group, organizations of the WMU and Brotherhood, Choir and other church recognized organizations and committees are eligible to use the Family Life Center.
 - B. Youth must have adult supervision at all times while using the facility.
- III. Guests and Visitors:

Guests and visitors are welcome as they are involved with the event taking place at the time. The activity scheduled on the calendar will determine who may use the Family Life Center at a given time.
- IV. Reservations:
 - A. Cedar Bluff Baptist Church organizations and/or CBBC sanctioned groups may reserve the building for church related functions.
 - B. All reservations must be made IN WRITING (see the request form in this manual) or BY EMAIL through the FLC Committee. If request is made by email, the following information must be included: Group, Estimated Number in Group, Activity, Date and Time Desired (included Arrival and Departure Time).
 - C. All groups requesting reservations must provide adequate adult supervision and at least one "Person Responsible for the Scheduled Event" shall be named as the one in charge. This must be an FLC committee approved person-see page 6 and form on Page 14.
 - D. All groups making reservations will be responsible for the program desired.
 - E. Reservations should be promptly cancelled if plans are changed.
 - F. All FLC Committee approved events will be scheduled on the Cedar Bluff Website (www.cedarbluff.org/FamilyLifeCenter.html). The calendar is to be marked with only FLC scheduled events and that information is to be entered only by the FLC Committee Chairman after the reservation request has been reviewed and approved (or by a staff member under the direction of the FLC Committee Chairman).

**CEDAR BLUFF BAPTIST CHURCH
FAMILY LIFE CENTER**

GENERAL POLICIES

1. The Family Life Center is a part of Cedar Bluff Baptist Church, and those participating and enjoying the activities should conduct and dress themselves accordingly. During all events, including recreation, Biblical principals will guide all behavior upon the grounds.
2. During recreational activities, no food or drink will be allowed on the gym floor by participants or spectators. Everyone is responsible for cleaning up his own mess.
3. No tobacco products, alcohol, drugs, non-Christian music, dancing, or foul language will be allowed in any area of the building.
4. The FLC will be closed during regularly scheduled church-wide meetings on Sundays, Wednesday nights, and revivals.
5. No activity that is contrary to the established church policy will be permitted.
6. Persistent violation of any rules could lead to the loss of personal use of the facility.
7. No pets are allowed in the FLC.
8. Stay inside the building. Do not hang around the outside or in parked automobiles.
9. The event leader will be responsible for the interpretation and the enforcement of these rules.
10. No running will be allowed in the Family Life Center other than during appropriate events. Horseplay will not be allowed at any time inside or outside the building.
11. All accidents must be reported to the event leader. See page 13 for the "Injury and Accident Report" form. All accidents must be reported.
12. No tape, staples, or wire hung decorations are to be used on walls, lights, or dining room furniture.
13. No unchristian speech or unsportsman-like conduct will be tolerated at any time.
14. No skateboards, roller blades, roller skates, or bikes will be allowed in the gym.
15. Equipment is to be used only for its intended use.
16. The Family Life Center equipment will be identified as church property and will not be allowed outside the building.
17. Gym shoes must be worn during participation.

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FAMILY LIFE CENTER**

18. Kicking or throwing balls at others is not permitted except in special supervised games.
19. No hanging on the basketball rims.
20. The dressing room and shower areas are to be used for showering and changing of clothes. They are not play areas.
21. The church is not responsible for lost or stolen property. Lost and found items should be turned in to the event leader.
22. The kitchen should be left in a clean, sanitary and orderly condition and unused supplies returned to the appropriate areas.

LIABILITY POLICY

1. The use of the FLC and all equipment will be at the risk of the participant.
2. Cedar Bluff Baptist Church does not assume liability or responsibility for any participant.
3. Cedar Bluff Baptist Church does not make any expressed or implied warranty of the premises, equipment, machinery, fixtures or furniture.

INTERPRETATION OF POLICIES AND PROCEDURES

1. The FLC Committee and the event leader will be responsible for interpretation and enforcement of all rules.
2. Policies and procedures will be reviewed periodically by the FLC Committee to propose changes (add and/or alter policies). Changes in policy must be reflected by changing this document. Changes must first be approved by the church in business session.
3. Any situation not specifically covered in this list of policies will be reviewed by the FLC Committee. The FLC Committee is responsible for proposing changes to the church.

INTENDED USE OF PROPHETS' QUARTERS

1. The Prophets' Quarters (upstairs living area) are intended to be used as "short term" accommodations for Youth director, missionary on furlough, or evangelists.
2. The Prophets' Quarters are not to be used as a shelter for transient visitors.

**CEDAR BLUFF BAPTIST CHURCH
FAMILY LIFE CENTER**

RESERVATION REQUEST: MEMBERS
THIS FORM IS FOR IN-CHURCH GROUPS

Date making request: _____

Name of Group _____ Estimate Number in Group: _____

Kind of Activity _____

Date and Time Desired:

Date: _____ (month/date) Arrival Time: _____ Departure Time: _____

In requesting the use of this facility, I acknowledge that I have read the policies for its use and promise that our group will abide by all of them. I also understand your Liability Policy.

PERSON REQUESTING RESERVATION:

Print Name: _____ Phone Number: _____

Sign Name: _____

EVENT LEADER:

Print Name: _____ Phone Number: _____

Sign Name: _____

List any special equipment needed (sound equipment, slide projector, etc.)

Any Special Requests/Instructions: _____

Committee Approval:

Request has been granted by FLC Chairman:

_____ Dated _____

Request has been denied by FLC Chairman:

_____ Dated _____

Approval Notification (FLC Chairman to notify Person Making Request of approval, denial, or need to reschedule)

Notified By: _____ Date notified: _____

Event Entered on Calendar by: _____ Date entered: _____

**CEDAR BLUFF BAPTIST CHURCH
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RESERVATION REQUEST: NON-MEMBERS
THIS FORM IS FOR OUTSIDE GROUPS

Date making request: _____
Organization: _____ Type of Function: _____
Person making reservation: _____ Estimate Number in Group: _____

In requesting the use of this facility, I acknowledge that I have read the policies for its use and promise that our group will abide by all of them. I also understand your liability policy.
Person Responsible for the Group: _____
(same person who read and signed page 11--page 11 must be attached to this form)
Street Address: _____
City: _____ Zip: _____ Phone Number: _____

Date and Time Desired:
Date: _____ (month/date) Arrival Time: _____ Departure Time: _____

_____ Number of Hours requested at \$10.00 per hour = \$ _____ Total fee required
Utility Fee must be paid before using facility.
Fee Paid: \$ _____ Date received: _____ Person Receiving Payment: _____

Note: Utility fee is for utilities and does NOT include cleaning. The FLC is to be left in the same condition as found when the group arrived. The building must be neat, orderly, and clean, and trash should be taken from the building.

EVENT LEADER:
Print Name: _____ Phone Number: _____
Sign Name: _____

List any special equipment needed (sound equipment, slide projector, etc.)

Any special Requests/Instructions: _____

Committee Approval:

Request has been granted by FLC Chairman:
_____ Dated _____
Request has been denied by FLC Chairman:
_____ Dated _____

Approval Notification (FLC Chairman to notify Person Making Request of approval, denial, or need to reschedule)

Notified By: _____ Date notified: _____
Event Entered on Calendar by: _____ Date entered: _____

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INJURY AND ACCIDENT REPORT

Date: _____ Time of Accident: _____

Name of Injured Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone Number: _____

Person Responsible for the Scheduled Event: _____

Area of building where accident occurred: _____

Condition of area: _____

Detailed report of the nature of injury: _____

Detailed report of how the accident happened: _____

Specific action taken: _____

Witnesses to the Accident:

1) _____

2) _____

3) _____

Person completing this form: _____

**CEDAR BLUFF BAPTIST CHURCH
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VOLUNTEER SERVICE FORM

**FORM FOR APPROVAL OF
“PERSON RESPONSIBLE FOR SCHEDULED EVENT”**

Check each box you are interested in. Volunteers will be expected to be familiar with policies and procedures including first aid.

Check One
(Frequency of service you could furnish)

- Once a quarter (3 months)
- Once a month
- Once a week

Check One (Time Desired)

- Morning
- Afternoon Evening

Check preferred days

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

If you are willing (or prefer) to work with specific age groups when they have special program times in the Family Life Center, specify the group/groups you wish to assist:

Check age groups you prefer to work with:

- Preschool
- Children
- Youth
- College
- Adult
- Senior Adult

Name of Volunteer: _____ Phone Number: _____

Street Address: _____ City: _____ Zip: _____

_____ Approved by FLC Chairman

Thanks to all volunteers....

Your work and support is a key to the Family Life Center's success...

**CEDAR BLUFF BAPTIST CHURCH
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UNSCHEDULED MEMBER DROP-IN POLICY

Any time the Family Life Center is not scheduled, members may “drop-in” (unscheduled) to use the facility.

1. If the Family Life Center has been set-up for a scheduled activity, the set-up cannot be changed by members who “drop-in” for a different activity. For instance, if tables are set-up for a conference scheduled for the next day, the members dropping in cannot take the tables down to play basketball.
2. In the event different church member groups “drop-in” with intentions of using the facility for different activities **that can be performed at the same time** (for instance, if some drop in to walk and others drop in to play basketball) fairness should be exercised to use the facility for both activities since space can be provided for both activities.
3. In the event different church member groups “drop-in” with intentions of using the facility for different activities, **that cannot be performed at the same time** (for instance, if some drop in to play basketball and others drop in to play volleyball) the group arriving first will have precedence over which activity will be performed.
4. For drop-in use, all other rules in the guidelines apply, specifically the condition (cleanliness and orderliness) in which the building is left.
5. When practical, activities are encouraged to be scheduled to avoid scheduling conflicts and to exercise control and manageability of the facility.
6. Problems associated with drop-in use should be directed promptly to the FLC Chairman.