

**FIRST BAPTIST CHURCH OF NEW BERN, NC  
FAMILY LIFE CENTER  
POLICIES AND PROCEDURES**

**MISSION STATEMENT**

The mission of the Family Life Center and its ministries is to facilitate Christian growth and fellowship for individuals and families from First Baptist Church and the community.

**OBJECTIVES**

1. Provide opportunities for continuing growth for those who know Christ.
2. Provide opportunities for outreach to those who do not know Christ.
3. Provide opportunities to strengthen and nurture the family and individual families within the church.
4. Provide a Christian environment that is clean, orderly, safe, and wholesome.
5. Discover and develop leaders for the church.
6. Promote care of the body, mind, and soul.
7. Provide varying activities with broad appeal for church and community.
8. Include all ages and groups.

**PARTICIPATION**

The following are eligible to participate in the Family Life Center:

1. First Baptist Church Membership
  - a. Adult members of FBC
  - b. Active adult prospects of FBC
  - c. Children of FBC members or prospects (persons in the fifth grade or younger must be accompanied by an adult at all times or with adult leaders sponsoring activities for them).
2. Guests of FBC Members
  - a. Persons who come with an FBC member or are registered for a class will be referred to as "Guests."
  - b. A FBC member may bring two guests or a family or more with approval of church staff.
  - c. A member is responsible for the conduct of their guest(s).
3. Visitors
  - a. A person who comes without a member is a "visitor."
  - b. Teams and spectators from other churches will be referred to as visitors.
  - c. The behavior of visitor groups will be the responsibility of their church or group sponsor.
  - d. Sponsors of visiting groups will register or sign in for the group as a whole.
  - e. Visitors must comply with all policies and regulations.
  - f. Visitors may be asked to seek sponsorship of pastor or associate pastor of FBC.

**GENERAL**

1. All entering the FLC must sign in and out with the building supervisor.
2. A permanent registration card will be kept on all members, guests, and visitors.
3. Equipment must be checked out through the building supervisor.
4. Loitering outside of the building or in the parking lot is not permitted.
5. Sitting or climbing on the upstairs overlook wall is not permitted.
6. These policies and procedures may be added to or amended pending church approval.

**DRESS AND BEHAVIOR**

1. The family life center is a part of First Baptist Church and those participating in its program should dress and conduct themselves accordingly.
2. Shirts and shoes, along with appropriate apparel, must be worn at all times.
3. Profanity or coarse talk will not be allowed in the FLC.

## **DISCIPLINE**

1. Willful violation of any policies or rules could lead to loss of eligibility to participate in the FLC and/or parent notification.
2. Rules relative to the use of the FLC and conduct therein will be interpreted and enforced by supervising volunteer within the context of guidelines established by the FLC Committee.
3. Final interpretation of rules and policies shall rest with the FLC Committee, of which the Associate Pastor shall be an ex officio member.

## **WHAT IS ALLOWED IN THE FAMILY LIFE CENTER**

1. Eating and drinking on the gym floor area will be permitted only when tables and chairs are set up for that purpose; otherwise, eating and drinking will be allowed only in designated areas.
2. Only tennis, jogging, or basketball shoes may be worn on the gym floor during recreational activities. (Black soles are not allowed.)
3. No pets will be allowed.
4. Use of tobacco in any form will not be allowed in the facility.
5. Alcoholic beverages, restricted or controlled substances, except prescription drugs, will not be allowed in the facility or on church premises.
6. Any item that may be considered a weapon will not be permitted.

## **LIABILITY**

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

## **FEES**

1. There will be fees for some activities. All fees are considered donations and are intended to offset the cost and maintenance of equipment, and to help eliminate strain on the church budget.
2. Credit will not be extended.
3. All fees are to be paid in advance of activity.

## **CLEANING**

Cleaning priority will be given to the Family Life Center kitchen and bathrooms and they will always be ready to meet the highest health grade inspections.

## **FOOD**

All food left over from church-sponsored events will either be frozen and kept at the church for future use at the church or will be given to Religious Community Services on the day following the food service event.

## **RESERVATIONS**

1. First Baptist Church program, committee, and recreational organizations will arrange their meeting reservations through the church secretary. Ongoing church programs and activities do not need approval by the Family Life Committee for normal routine building use. All FBC activities have priority and will supersede all other requests for use of our facilities.
2. The pastor and church staff are authorized to approve requests for building use by church groups (e.g. Sunday School classes) association, state and SBC organizational units based on availability of the center calendar.
3. Requests for use of our FLC by outside groups, other than listed above, must be approved by the FLC Committee under the following:
  - a. Requests are to be made by outside groups in writing at least six weeks prior to the event, indicating the nature of the request, the purpose for building use, and the number of rooms to be used, along with an estimated number of people involved in the event and parking spaces needed.

- b. The FLC Committee will meet to make decisions regarding use of the facilities upon such written requests by outside groups.
  - c. Outside use of the facilities will not be scheduled during stated congregational worship, which includes Sunday activities, Wednesday family night services, and other scheduled activities of the church.
  - d. Each organization or group, other than FBC groups, for which use of the church facilities is approved, must designate a representative to serve as liaison between the organization or group and the Family Life Committee and/or church staff.
  - e. Outside groups using FBC facilities will be responsible for any damage to the property.
  - f. A written statement regarding agreement by outside groups to abide by the Policies and Procedures for the Family Life Center of First Baptist Church shall be signed by the coordinator/liaison of the group requesting use of our building following approval of the Family Life Committee.
  - g. A member of the Family Life Committee or church staff will be present during any use of the center by an outside group.
  - h. The use of the kitchen may require the supervision of the Food Service Committee and/or the Church Hostess.
4. The use of alcohol or illegal substance is not permitted inside or on the church property at any time. Smoking is not permitted inside the center.
5. Requests from outside groups cannot be approved by the staff or Family Life Committee for the following activities and events:
  - a. Meetings by product-oriented businesses or organizations operating for profit, unless any and all profit from the event goes to a charitable cause approved by the Family Life Committee.
  - b. Meetings that reflect a partisan political nature or purpose.
6. Approval for use of facilities is for a specific period and does not commit the church to subsequent use of facilities. FBC reserves the right to withdraw approval if a situation develops at any point to warrant such an action.
7. The maximum number of participants will be determined by the activity and applicable building and fire codes.
8. The Family Life Committee reserves the right to refuse any request for facility use.
9. A deposit of 25% must be submitted within one week of request approval.
10. The deposit may be kept by the church if event is canceled by group.
11. FBC will not rent the facility to any group on a permanent or standing basis.
12. A group may not rent the facility for more than 2½ days at one time.
13. The balance due of facility rental must be paid 48 hours before scheduled event.
14. FBC of New Bern is not responsible for damage or theft of items brought on the premises of FBC by a group/individual using the FLC.
15. FBC reserves the right to request a security deposit in addition to requested fees for building use.