

Policies and Procedures Manual

Tate Ministry Center (TMC)

Tate Baptist Church
1201 N. Harper Road
Corinth, MS 38834

Note: These policies and procedures will be revisited/revised 6 months after the TMC opens.

Purpose Statement

The purpose of the **Tate Ministry Center** is:

- to act as a tool for reaching out to the surrounding community by offering events that will serve as opportunities for members to invite unsaved and unchurched guests.
- to provide a Biblically sound environment that encourages fellowship, spiritual growth, and discipline with regular services and leisure activities.

Tate Baptist Church desires to continue to be proper stewards of God's resources by equipping our members to minister best to the unsaved and needy. The TMC will be one of these many tools used to equip.

Whatever the activity, when planning we should consider the following questions in deciding the proper use of God's resources:

Does this event or activity take into consideration the needs and attendance of unbelievers?

Does this event or activity promote fellowship among believers?

Does this event or activity honor God through worship or by keeping His commandments?

I. QUALIFICATIONS FOR PARTICIPATION

- A. Members of Tate Baptist Church
1. The following are eligible for use of the Tate Ministry Center (TMC)
 - a. All members of Tate Baptist Church (TBC)
 - b. All active members of TBC sponsored organizations such as AWANA, Boy Scouts, or Youth Groups, etc. but are not church members.
Note: Use by these individuals must be under the direction of church approved sponsors and are confined to structured activities that are supervised by adults.
 2. All children under 18 years of age must be escorted and supervised by an adult. This can be a parent, a non-parent church member or an activity leader.
- B. Guests of Tate Baptist Church Members
1. Members are encouraged to bring guests.
 2. Guests are individuals who are being hosted by a church member.
 3. Guests and members must register upon entering the building.
 4. The hosting member is responsible for the guest and their behavior and conduct at all times while in the TMC.
 5. A guest may leave without the member, but if the member leaves, the guest must leave also.
Note: the previous guest may reenter the building as the guest of another member host but must document the change of hosts at the registration table.
- C. Visitors
1. Individuals who are with outside groups such as teams, spectators, or participants and are not prospective members of Tate Baptist Church and its sponsored organizations will be referred to as “visitors.”
 2. Visitors are the responsibility of the church or group with which they came.
 3. All visitors shall register at the registration desk.

4. Visitors are to remain in the particular area in which their group is participating and not have free access to the entire facility.
5. Visiting groups will be given copies of policies and procedures prior to arrival and must comply with all rules and regulations. Failure to comply will result in termination of participation.

D. Special Groups

1. Requests for special groups such as schools, civic organizations, or senior citizen groups to use the TMC will be made on occasion. The use of the TMC by special groups will be granted by the Tate Ministry Center Committee with the consultation of the church ministry staff and will be dependent upon the nature of the facility use and its availability.

Note: Exceptions can be made by church staff to the rules regarding registration of participants when large group activities such as church-wide potluck suppers make it difficult and time-consuming to register each non-member participant. This will be at the discretion of those planning the event and the Tate Ministry Center Committee.

II. FEES

- A. Minimal usage fee:
Gym/Fellowship Area/Kitchen only – \$50 per hour (with a maximum charge of \$200 per day).
Fellowship Area/Kitchen only – \$25 per hour (with a maximum charge of \$100 per day).
A deposit of \$100 will also be collected.
- B. A cleanup fee (up to \$100) can be assessed a group if they don't want to clean up or fail to clean as a part of their rental agreement. The cleanup fee will be determined by the Tate Ministry Center Committee and deducted from the \$100 deposit.
- C. Damages can be charged to a group if it is proven that they are the ones responsible for the damage. This amount will be assessed according to the actual cost of repair.

- C. Skirts/shorts must be appropriate length (at least mid-thigh).
- D. Any participant that chooses to wear tights, leotards, or spandex of any type must be covered up by shorts or pants of appropriate length.
- E. No item of clothing will be allowed that advertises or endorses a tobacco, alcohol, or drug product, casino, rock group, profanity or any wording or portrayal of anything that is not consistent with Christian standards.
- F. Skates, cleats, turf shoes, or heeies are strictly prohibited. Only proper court shoes will be allowed on the gym floor.

Those not complying with the dress code will be asked to cooperate, change clothing, or be dismissed from the facility. Church leadership will be the final authority

VI. CONDUCT AND BEHAVIOR

- A. Food and drinks will be limited to the lobby-kitchen area, except during church sponsored activities. Water in resealable containers will be allowed for fitness room or walking track activities.
- B. All trash must be placed in trash receptacles.
- C. No abusive language, profanity, fighting, loud demonstrations, or horseplay will be allowed.
- D. No hanging or climbing on the basketball rims, nets, or supports will be tolerated.
- E. No objects (this includes spitting) may be thrown to or from the walking/ jogging track. Violating this rule is subject to immediate dismissal from the facility.
- F. Public display of affection is strictly prohibited from the facility.
- G. These items are not allowed anywhere on Tate Baptist property: tobacco in any form, anything considered a weapon, any alcoholic beverages, controlled substances, fireworks, firearms, pets, or anything that would distract from a Christian atmosphere.
- H. No one should attempt to throw an object toward ceilings, windows, or lights.
- I. To maintain a Christian atmosphere, proper music will be provided by the PA system. Music coming from personal electronic devices will not be allowed.

VII. DISCIPLINE

The purpose of discipline and correction is to maintain control and bring restoration to God's facility and uphold His standards.

- A. Willful violation of any policies, rules, or regulations could lead to loss of eligibility to participate.
- B. Tate Ministry Center is operated by a trained volunteer staff. This staff does have the authority to say "no" or "stop." Participants are expected to follow their direction.
- C. Minor infractions of policies by participants will be handled as follows:
 - First Violation: Warning, explanation of rules, and or suspension of privileges.
 - Second Violation: Loss of privileges for that day. (If participants are under 18, parents/legal guardian will be notified)
 - Third Violation: One month's suspension from participation in activities and privileges.
(If participant is under 18 this will result in parent/guardian conference with Activities Director/Youth Minister/Children's Director or Tate Ministry Center Committee member before privileges are reactivated.)
- D. Major infractions will be handled on an individual basis by the Minister of Activities in consultation with other ministry leadership when necessary.
- E. The Minister of Activities and trained volunteer ministry center staff will be responsible for the enforcement and interpretation of all rules of the TMC.
- F. Any situation not specifically covered in this list of policies and procedures will be acted upon if and when the need arises at the discretion of the Minister of Activities, other church Staff, and/or Tate Ministry Center Committee.

VIII. EMERGENCY PREPAREDNESS

TATE BAPTIST CHURCH expects the users of the TMC to use the facilities in a manner that fits the purpose of the approved user. However, TATE BAPTIST CHURCH reserves the right to cancel any reservation at any time there is a conflict with a regular church service. Also, in the event of inclement weather or other uncontrollable circumstance that could present the possibility of injury to the participants or damage to the facility, TATE BAPTIST CHURCH reserves the right to cancel/postpone any previously scheduled event.

In the event of a natural disaster, use of the TMC (as an emergency assistance facility) will be directed under the authority of the Minister of Activities.

IX. INDIVIDUAL LIABILITY

- A. The use of the TMC and all equipment will be at the risk of the participant.
- B. Tate Baptist Church does not assume liability or responsibility for any injury to participants or damage to their property whether such injury or damage is caused by third parties or otherwise.
- C. Tate Baptist Church does not make any expressed or implied warranty on the premises, equipment, machinery, fixtures, or furniture.
- D. Tate Baptist Church is not responsible for lost, misplaced, or stolen items. It shall be the participants' responsibility to be sure that all personal items are secured.
- E. All participants are required to report any injury to persons or damage to property immediately to a staff or volunteer worker.

RESERVATIONS
(Group and Individually Sponsored Activities)

The TMC will be operated by trained volunteers and/or sponsors from TATE BAPTIST CHURCH membership. A schedule will be posted in the TMC concerning scheduled activities. The TMC facilities are primarily used for church functions. Other uses for the facilities must be approved by the Tate Ministry Center Committee

1. All those ministries recognized as a part of TATE BAPTIST CHURCH are encouraged to use the TMC on a reservation basis.
2. TATE BAPTIST CHURCH groups may make reservations to use specific areas of the TMC through the church office on the standard reservation form.
3. All reservation requests will be coordinated on a first come-first served basis.
4. All reservations should be made at least two (2) weeks in advance in order to give staff time to schedule the event in the TMC program.
5. All groups must have one adult (a sponsor) who is in charge of the entire reservation. All groups must have adequate supervision.

A suggested ratio of children to adults is as follows:

Grades K-3 = 1 to 5

Grades 4-5 = 1 to 10

Grades 6-8 = 1 to 10

Grades 9-12 = 1 to 10

6. Sponsors will be responsible for opening, closing and clean up. Groups will be expected to return the facilities to the state they were in when the group arrived.
7. The professional and volunteer staff cannot be expected to entertain every group using the facility. However, the staff will be happy to serve as a resource for the planning of any function, provided it is scheduled through the church office and ample time is given for the staff to make necessary arrangements.
8. Programmed activity has priority over free play.
9. Reservations should be promptly cancelled if plans change.

AREA REGULATIONS

A. Equipment –

1. Only TMC equipment may be used in the Ministry Center unless prior approval is obtained. No equipment may be brought in from the outside.
2. All equipment is to be used only for it's intended use.
(Example – not using basketballs as kick balls)
3. Individuals or groups that use TMC equipment are financially responsible for any damage, lost, destroyed or stolen items.
4. All equipment is to be kept in appropriate storage areas and is expected to be returned to the storage area after it's use.
5. No equipment shall be removed from TMC.
6. Proper care of the fixed equipment (basketball goals, track, etc) is required of all individuals or groups that use TMC.
7. Equipment is to be locked during Sunday School, Discipleship Training, and Church services.

B. Gymnasium –

1. Program activities take priority over free play.
2. Any team practice should be scheduled with the appropriate activities personnel.
3. Appropriate shoes only on the gym floor per manufacturer's recommendation.
4. No food, drinks, gum or candy is allowed on the gym floor.
5. Proper use of all the gym equipment is required at all times.
6. Dunking, hanging from the rims and nets and climbing on the goals and supports are prohibited. Dunking is allowed during sanctioned games.
7. Individuals and groups that use the gym are expected to clean up after they use it.
8. There may be times when food is allowed but only by prior permission of the Tate Ministry Center Committee.
9. Proper attire is required at all times. (see dress code)

C. Walking/Jogging Track –

1. The track is to be used for physical fitness. No racing or competition should take place except for organized activities.
2. Only proper walking or running shoes will be allowed on the track.
3. Children under 18 years of age will not be allowed on the track except with parent or guardian.
4. Everyone should walk in a counter clockwise direction or as posted.
5. Slow walkers and joggers should use the outside lanes closest to the wall. Side by side walkers and joggers should yield to passing traffic.

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6. Due to safety reasons, strollers are not allowed.
7. Please do not lean or sit on the rail.
8. No athletic equipment or balls are allowed on the track.
9. No food drink, gum or candy is allowed on the track.
10. No viewing, loitering or standing on or from the track during scheduled walking times.
11. Throwing any object from the track is prohibited.

D. Fitness Room –

1. Children under the age of 18 are not allowed in the fitness room.
2. Everyone using the fitness room should do so at their own physical risk. Doctor's permission should be sought before any workout regimen is commenced.
3. Stretching and warm up exercises should be adhered to before any workout.
4. It is requested that everyone who uses any fitness room equipment know how to operate the equipment before use.
5. Appropriate attire will be worn at all times. (see dress code)

E. Storage Room –

1. The storage room is only for designated equipment and furniture.
2. The storage room is off limits to everyone except Tate Ministry Center Committee and TMC personnel.
3. All equipment checked out of the storage room will be by Tate Ministry Center Committee and TMC personnel.

F. Showers –

1. Showers shall be used for designated purposes only.
2. Showers shall be used only after use of the facilities-gymnasium, fitness room and walking track.
3. Showers should be used only on an as-needed basis to avoid excessive cleaning costs for hygienic purposes.
4. Every effort should be used to leave the shower area in a clean and orderly fashion.
5. Please remove all clothing, towels and personal effects after use of the showers.
6. Showers shall be segregated and use by the opposite sex is prohibited.

G. Elevator –

1. Elevator usage is prohibited for children under the age of 18 without adult supervision..

KITCHEN POLICY

For our kitchen ministry to be successful, it is important that some guidelines are followed so that the facility is clean, ready and available when needed.

Anyone using kitchen equipment must be trained on the equipment and the cleaning rules before they will be allowed the use of the kitchen. For the safety of everyone, no children under the age of 18 are allowed in the kitchen.

The kitchen is stocked with food, pantry items and paper products for church events only. You must provide the food, supplies and paper products for any non-church program event.

Serving pieces, linens, etc. may be used by church members with prior approval for use on the church property only. Use of items must not interfere with prior reservation on the event calendar. All items must be returned in the condition they were received. Any linens should be placed in the laundry basket and are not to leave the church property.

Although the Health Department does not regulate the kitchen, it is desired that we meet their general guidelines to reduce the chance of food borne illnesses:

- Food is cooked to and stored at appropriate temperatures
- Wear gloves when serving food
- All meat/food is defrosted in a refrigerator—never at room temperature
- Separate raw and cooked/ready to eat food to prevent cross-contamination
- All workers must wash their hands frequently
- Preparation surfaces are to be cleaned before, during and after use
- Aprons are to be worn by those preparing food

No kitchen items are to be removed or borrowed from the kitchen area for any reason. Any take-out food should be sent using disposable containers.

To reduce plumbing problems, food should be removed from dishes and the dishes should be rinsed in the disposal sink prior to being placed into the sink for soaking.

All dishes and utensils should be washed using the dishwasher and put away at the end of your event.

All pots, pans and trays must be cleaned and returned to their proper place.

The kitchen must be left in a clean and sanitary condition. This includes cook tops, griddle, tables, countertops and floor.

Sinks must be clean and free from debris.

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Kitchen dishtowels and washrags should be rinsed and placed in the laundry basket. All garbage must be carried to the outside dumpster after the kitchen is cleaned. There is a cart available for transporting trash. Watch for leaking bags.

There are 3 white 5 gallon buckets and signs giving directions for use of the buckets located in the kitchen for leftover ice and drinks (to help cut down on heavy and leaking garbage bags).

If there is any spillage in the refrigerator during your usage of the kitchen, you are required to clean it up.

Any areas used must be cleaned and returned to the condition they were received. This includes restoring any chairs, tables, etc. to the original set-up if items were moved.

Make sure all cooking equipment is turned off and the kitchen is locked before leaving.

The ZONE GUIDELINES

- The Zone is designated for ages K-4th grade
- No bad attitudes
- No toys, cell phones, or anything else that could distract someone from hearing God's Word are allowed
- No language should be used that displeases God or parents
- No food or drinks are allowed in The Zone unless approved by church leadership
- No sticky gum or candy
- Equipment should not be removed from The Zone unless authorized by the Children's Minister
- The Zone is to remain locked when not in use
- Activities in The Zone must be adult supervised
- Unless authorized by the Children's Minister, use of audio/video equipment will not be permitted

YOUTH ROOM GUIDELINES

- Youth Room is designated for students in grades 7-College
- No food or drink will be allowed unless approved by Church leadership
- The room is to remain locked when not in use
- Activities inside room must be adult supervised
- Unless authorized by Student Minister, use of audio/video equipment will not be permitted
- Equipment should not be removed from the Youth Room unless authorized by Student Minister
- No Public Displays of Affection
- Cell phones, electronic devices, or anything else that could distract someone from hearing God's Word should not be used and can be taken up and held by Church leadership.