



## **The REC at FBC Owensboro Policies & Procedures Manual**

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# The REC Ministry Plan

## Theme Verse:

I have become all things to all men so that by all possible means I might save some. I do all this for the sake of the gospel, that I may share in its blessings. (1 Corinthians 9:22-23)

## 1. Why Do We Exist? (Our Purpose)

Where Recreation, Exercise, and Community connects people with God at FBC Owensboro.

Whether you eat or drink, or whatever you do, give glory to God. (1 Corinthians 10:31)

## 2. What Are We Trying To Accomplish? (Our Vision)

To use the outlet of recreation in order to pursue the two greatest commandments – love God with our all and love our neighbor as ourselves.

“‘Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength.’ The second is this: ‘Love your neighbor as yourself.’ There is no commandment greater than these.” (Mark 12:30-31)

## 3. How Do We Plan To Accomplish Our Vision? (Our Mission)

- We plan to “love God with our all” through recreation by:

1. Worshipping the creator through activity.

“Therefore, I urge you, brothers, in view of God’s mercy, to offer your bodies as living sacrifices, holy and pleasing to God – this is your spiritual act of worship.” (Romans 12:1)

2. Fellowshipping with the Lord and other believers.

“Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another – and all the more as you see the Day approaching.” (Hebrews 10:25)

3. Discipling believers through life-on-life interaction.

“Follow my example, as I follow the example of Christ.” (1 Corinthians 11:1)

- We plan to “love our neighbor as ourselves” through recreation by:

1. Evangelizing lost souls.

“I have become all things to all men so that by all possible means I might save some. I do all this for the sake of the gospel, that I may share in its blessings.” (1 Corinthians 9:22-23)

2. Ministering to people in need.

“The King will reply, ‘I tell you the truth, whatever you did for one of the least of these brothers of mine, you did it for me.’ (Matthew 25:40)

## 4. What Is Most Important To Us? (Our Core Values)

### “Who We Are” Values

- Practicing unconditional love regardless of social, economic, or racial status; acknowledging we are all God’s unique creation.
- Expressing the truth of the gospel without fear; being unashamed of who we are in Christ.
- Exhibiting a life of sacrifice and faith with intentions of enriching the kingdom of God; exposing the church and unchurched to His impact on present life and eternity.
- Providing opportunities to serve the community for Christ through recreation and sports.

### “What We Do” Values

- Participate actively where God is moving.
- Foster a safe and non-intimidating environment for all ages to participate in activity.
- Administer programs to impact all ages in our community, understanding that the program alone will not make the impact, but rather Christ working through people in the program.
- Promote physical and spiritual exercise.

# General Information

## Hours of Operation

- Monday-Tuesday-Thursday 6am-8pm
- Wednesday 6am-6pm
- Friday 6am-1pm
- Saturday 9am-3pm (*NOT OPEN DURING COVID*)  
9am-1pm (*NOT OPEN DURING COVID*)
- Sunday Closed
- Holiday Closings Closed on major national holidays;  
notices in FBC publications, on the  
church website & signs around The REC

*Extra Note: There will be no school-age students admitted during school hours unless otherwise stated by REC staff.*

## Entering & Exiting The REC

1. Primary entrance and exit will be the east door (this is the door facing the bridge).
2. In the event of an emergency (which calls for an evacuation of The REC) please use the nearest exit door to leave the facility. Do not use the elevator in the event of an emergency.

## Check In / Check Out Procedure (Registration)

1. When entering / exiting The REC (for any reason other than Sundays, Special Events, and Leagues), everyone must check-in / check-out at the welcome desk; signing in upon arrival.
2. Fitness Room Members and participants of any classes are highly encouraged to follow the procedures listed under #1.

# Participation

## General Information

1. Participation in The REC is open to everyone with the following area restrictions:
  - a. Aerobics Room is only accessible to Fitness Class Participants and during special events
  - b. Upstairs classrooms are only accessible to Programmed Classes and during special events
2. Eligibility to participate will depend on the individual's willingness to abide by all policies and procedures.
3. All first time guests are required to sign up for a membership at the front desk. Whether a day pass or other pass.
4. All participants must register their attendance by following the Check-In / Check-Out Procedures described on page 4.

## FBC Membership for The REC

A participant is considered a member of FBC by the following:

- Has joined First Baptist Church by profession of faith or transfer of letter and is actively involved in Bible Study and worship.
- Is an enrolled member of Sunday School at First Baptist Church.
- Is a college student who is actively attending Sunday School and worship at First Baptist Church.

## Guests

1. FBC members are encouraged to bring guests to The REC.
2. Drop in visitors that are not members of FBC will be identified as Guests.
3. Guests are subject to all REC policies and procedures.

## Visitors

1. Visitors are individuals who are with outside groups, such as teams or spectators from other churches, groups, or clubs.
2. Visitors are the responsibility of the church or group with which they came.
3. Visitors are to stay in the particular area where their group is participating and are not allowed free access to the entire REC. Visitors will be permitted to use the Fitness Room, upon signing up on our Gymmaster software.
4. Visiting groups wishing to utilize The REC after normal business hours must be given permission by the Minister of Recreation and follow the guidelines outlined under the section labeled "REC Reservations".
5. Visitors must comply with all REC policies and procedures.

## Memberships

1. All Participants must complete the membership sign up process and orientation before attaining membership and access to the Fitness Room. Orientation will be conducted solely by REC staff.
2. Members will be provided with an access card (proximity card). This card will allow entrance into the fitness room specifically for the card holder. This card is to be used solely for the entry of the specific cardholder. Members may not loan their card to anyone else for entry or use the card to provide entry for individuals not registered as members of the Fitness Room. Please note that violating these policies could result in the forfeiture of membership without refund.
3. Participants must be at least 16 years old to attain membership to the Fitness Room. They must be 12 years or older to access The REC without adult supervision.
4. All participants (FBC Members & Non-Members...please see the section defining FBC Membership above) must pay the following fees:
  - Initial Registration Fee (Proximity Card Fee): \$5
  - New Proximity Card in the event of lost or stolen card: \$5

5. Participants who are not First Baptist Church Members must pay a community friendly membership. Memberships will be provided in different packages for both individuals and families. Please be aware that these fees must be paid in full prior to attaining membership.
  - Community Membership Deals
    - i. Community Heroes (nurses, teachers, first responders, city workers), Seniors, and Students (University)
      1. \$2/day, \$5/month, \$25/year
    - ii. Individuals
      1. \$2/day, \$10/month, \$40/year
  - Family Membership (A family membership only applies to immediate family of origin and does not include extended family. Family is married husband and wife and all children 21 years and younger, living at home and claimed on their taxes.)
    - i. \$80 for the year. This includes all immediate family of origin.

*Note: Any cancellation of membership must be submitted in written form. Refunds will not be available.*

6. Childcare will be provided during the week at scheduled times for REC members and visitors. Please see section on Childcare Participants (page 6).
7. REC participants must abide by The REC Guidelines. Please see section on REC Guidelines (page 8).

### **Fitness Class Participants (Fitness @ First)**

1. All participants must register through our GymMaster software with the front desk employee or online through our web site prior to beginning the class.
2. All participants (FBC Members & Guests) must pay a class fee.
  - Individual Class---\$3
  - 10 Fitness @ First Class Pass Deal (non-expiring)---\$25
3. All participants must be 14 years old or older.
4. Childcare is available during class sessions. Please see section on childcare participants (page 6).

### **Childcare Participants**

1. All participants must register each child upon arrival.
2. REC participants utilizing the childcare program must remain in The REC.
3. Childcare is available for ages 12 and under.
4. The childcare schedule may be adjusted according to the season. The schedule for childcare will be provided through notices in FBC publications, on the church website and signs around The REC.
5. All childcare participants (FBC Members and Guests) must pay the following fees:
  - \$1.00 per child per visit
  - \$10 Childcare card that will allow for 12 passes (one use per child per visit).
  - \$30 Childcare card for the year

### **Seasonal League Participants**

1. All participants must register for leagues in The REC Office with the assistance of The REC staff.
2. Participants will pay a registration fee that will cover league entry and uniform, if required. Fee must be paid prior to officially reserving a spot in the league.
3. Participants/Teams will be good representatives of FBC (or their church) by their conduct, attitude, and dress.
4. No teams will practice during regularly scheduled church meetings.
5. Coaches will assume the responsibility for spiritual development of each player and for the group's behavior.
6. Participants must comply with all REC policies and procedures.

# Facilities & Equipment

## The REC Office

1. The REC Office is a highly specialized area. Only FBC staff is allowed in this area.
2. The REC Office is the “hub” of the entire REC and is our primary information area. Questions concerning programs, facilities, or equipment can be answered in this area.
3. The welcome desk (separate from The REC Office) is located at our primary entrance (east doors). This desk will provide information regarding The REC and upcoming events sponsored/supported by the recreation ministry. Upon entering The REC, everyone must check-in at the welcome desk.
4. Equipment must be issued from The REC Office.
5. First Aid supplies will be stored at The REC Office.

## Equipment Available At The REC Office

1. Lap Counters for the track.
2. Locks for the lockers (day use only)
3. Headphones for use with cardio equipment in Fitness Room
4. General recreation equipment for the game room, gym, and racquetball courts.
5. First Aid

*Note regarding equipment use: We ask that you lend us your keys/ID while we lend you a lock, lap counter, or general recreation equipment. Equipment must be used for its intended purpose. Individuals or groups must pay for replacement of damaged, lost or destroyed equipment due to neglect or careless play. Arrangements for payment will be made with the Minister of Recreation.*

## Snack Areas

1. Food and drink are to stay in the designated snack areas located at the following:
  - a. Area next to kitchen
  - b. Area next to east entrance doors (with bistro tables)
2. Tables and chairs located in the snack areas are not to be removed. Tables and chairs are to be used for their designated purposes.
3. Clean up is required upon using either of the snack areas.

## Kitchen

1. Kitchen equipment and supplies are to remain in the kitchen at all times.
2. Clean up your mess. Large groups must take out their trash and replace trash can liners.
3. All kitchen equipment must be cleaned and returned to its proper place.
4. Ice scoops must be returned to the top of the ice machine. Do not leave scoops in ice machine.
5. Damaged kitchen equipment must be reported to the recreation office.

## Parlor

1. This room is designated for programmed events only.
2. Food and drink are allowed for programmed events.
3. Furniture located in the parlor is not to be removed. Furniture is to be used for their designated purposes.
4. A parlor reservation does not guarantee a complete closure of REC programming. Please see section on REC Reservations (page 11)
5. Groups/Individuals should contact the REC Office to reserve this facility.

## Game Room/TV Lounge

1. Food and drink are permitted in this area.
2. Table game equipment is to be checked out at the REC Office.
3. Please respect those persons around you while playing in the game room.
4. All game room equipment must be treated with respect as if it were your own.

5. Equipment must be used for its intended purpose. No sitting, leaning, or standing on game tables. Participants are responsible for damaged or lost equipment and must replace equipment.
6. If equipment is not being used properly, it will be the right of the recreation staff to revoke game room equipment privileges from individuals. Possible removal and/or restriction from the game room may accompany this action.
7. Furniture located in the TV lounging area is not to be moved or removed. Furniture is to be used for their designated purposes.
8. TV remote control will not be left out in this area. Requests for TV adjustments must be made to The REC Office.

### **Fitness Room**

1. Children under 16 years old are not allowed in the Fitness Room at any time.
2. Participants under the age of 16 are not allowed to use the free weights.
3. While not required, it is **STRONGLY** suggested that participants see a physician prior to working out in the Fitness Room.
4. Return weights to the racks.
5. Please do not drop/bang free weights or machine weights.
6. Weight plates should never be leaned against wall/mirrors in the free weight area.
7. Return exercise balls & other equipment to proper areas when finished.
8. Please report any damaged or malfunctioning equipment to The REC staff.
9. Be sure you have checked in at the welcome desk.
10. Do not share your membership card with anyone else.
11. Place clothes and gym bags in storage area at front of room or lockers located in locker room. Do not leave valuables unattended.
12. Locks for the lockers are available at The REC Office – we will require your keys for collateral. Lockers are for day use only. Please do not use personal locks on The REC lockers.
13. Towels are available in the Fitness Room towel cabinet. These towels are to remain in the Fitness Room. Please remember to deposit them in the hamper before you leave. Shower towels are available at The REC desk.
14. Wipe down equipment when finished, “gym wipes” are provided in this area.
15. First come – First served on the fitness equipment.
16. Do not occupy equipment between exercises or sets.
17. Limit use of cardiovascular equipment to 30 minutes when others are clearly waiting.
18. Modest clothing as stated in the Dress & Behavior section (page 12) is required at all times.
19. Athletic shoes must be worn at all times. No “open-toed” shoes are allowed.
20. TV remote controls will be available in this area. Please return these to their proper areas when finished using them.
21. **Only water bottles with closing lids are allowed in the Fitness Room. No other food, drink, or gum allowed.**
22. **Failure to adhere to these policies could result in forfeiture of membership without refund.**

### **Walking / Jogging Track**

1. All traffic will flow in one direction. Traffic will flow clockwise Monday, Wednesday & Friday, counter clockwise Tuesday, Thursday & Saturday.
2. Individuals who are using strollers must use the rail side of the track and should be sensitive to joggers. At busy or peak times of the day, strollers are not permitted on the track. This will be at the discretion of The REC staff.
3. Fellowship and conversation between walkers is encouraged. However, for the courtesy of others, please only walk in groups of two. Please do not walk side by side as a group of three as this may make it difficult for others to pass.
4. Sitting on or leaning over the railing or spectating is prohibited at all times.
5. Recreation equipment is not allowed on the track.
6. Absolutely nothing may be thrown to or from the track.
7. No food, drink or gum is allowed on the track.
8. This is a conditioning track and no racing is permitted, but consideration should be given to faster walkers and joggers who wish to pass.
9. Children under the 6<sup>th</sup> grade are not allowed on the track at any time unless otherwise stated by The REC staff.

## Aerobics Room

1. The Aerobics Room is available for fitness class participants only unless otherwise stated by REC staff.
2. Only the fitness class instructors or other qualified individuals should operate the media equipment.
3. Only REC staff & fitness class instructors allowed in storage area unless otherwise state by REC staff.
4. All participants in the Aerobics Room must wear tennis or rubber soled athletic shoes.
5. Modest clothing as stated in the Dress & Behavior section (page 12) is required at all times.
6. Food, drinks, and gum are not allowed unless otherwise permitted by REC staff.
7. Fitness Class schedules are available at The REC Office and welcome desk.

## Adult Locker Rooms

1. For safety reasons, it is especially important that under-aged children be closely supervised by their responsible adult while in this area.
2. Lockers are available for day use. Locks are available at The REC Office. No personal locks may be used. REC staff will remove any personal locks left on lockers overnight and items found will be placed in the lost and found.
3. Participants should NOT leave valuables in an unsecured locker. The REC is not responsible for lost, stolen, or damaged property.
4. Food, drinks, and gum are not allowed.
5. No horseplay allowed.
6. Please clean up after yourself. Toiletries left in the locker room will be disposed of by REC staff.

## Gym

1. Programmed activities will be given priority over free play. For detailed gym schedule inquire at The REC Office.
2. Only participants wearing tennis or rubber soled shoes will be allowed on the gym floor for recreation.
3. Modest clothing as stated in the Dress & Behavior section (page 12) is required at all times.
4. Gym equipment will be set up and operated by REC staff or authorized personnel only.
5. No dunking allowed on the side goals. Participants must not hang from goals.
6. Food, drinks, and gum are not allowed on the gym floor except for water.
7. Absolutely nothing may be thrown from the gym floor to the walking / jogging track above.
8. Personal equipment should be clearly marked. The REC is not responsible for lost, stolen, or damaged property.

## Racquetball / Walleyball Courts

1. Reservations for the racquetball court can be made no more than 24 hours in advance by calling The REC office.
2. Reservations are for one-hour periods only. Back to back reservations are not permitted. If no one is waiting for the court after a reserved hour has expired, play may continue.
3. If there are no reservations the court is available for racquetball play.
4. Only participants wearing tennis or rubber soled shoes will be allowed on the courts.
5. Racquets and balls are available at The REC Office – we will require your keys for collateral.
6. Protective eye gear is highly suggested.
7. **NO SLAMMING OR THROWING OF RACQUETS ON THE FLOOR OR WALLS!**
8. Children under the 6<sup>th</sup> grade must be accompanied by an adult while on the courts.
9. Walleyball equipment will be set up and operated by REC staff or authorized personnel only.
10. Reservation policies for walleyball are the same as the above mentioned for racquetball.

## Tot Room

1. This area is exclusively designed for children ages 2-5 years old.
2. Programmed childcare will be given priority over free play.
3. Groups and individuals using the area will be responsible for cleaning up after use.

## Craft Room

1. This area is designated for programmed events only.
2. All areas are to be cleaned after use. Put equipment away.
3. NO CHILDREN allowed in the supply or kiln room.
4. Food, drinks, and gum are not allowed unless otherwise stated by REC staff.

## **Classrooms**

1. Classrooms may be reserved for various activities / meetings / trainings. Please see section on scheduling procedures (page 11).
2. All areas are to be cleaned after use.

## **Storage Areas**

1. The storage areas are closed and off limits at all times. No one is to enter the storage area without first having obtained permission from the REC staff.
2. The storage area at the north end of the Fitness Room is part of the "exit" route for that room. Only in the event of an emergency and REC evacuation is this "exit" route to be used.

# Registration & Scheduling

## Registration

1. Registration for all activities is located at The REC Office.
2. Payment for activity is due upon registration to secure position.
3. Registrations received with no payment will not be secured.
4. Refunds are available. However, the policy may vary from one event to the other.

## REC Reservations

1. FBC groups and outside groups may request to reserve specific areas of The REC through The REC Office. All reservations will be coordinated with the existing church schedule.
2. Requests for reservations by FBC or outside groups (completed and signed contract form) must be submitted for evaluation and approval by the Minister of Recreation. Upon approval, the deposit fee is required before confirmation of reservation.
3. Reservation must be made at least two weeks in advance. Any reservation after the two week advance approval date will be considered BUT subject to scheduling difficulties. Reservations cannot be made with less than a one week notice.
4. Reservations made during regular operating hours do not guarantee exclusive use of The REC.
5. In the event of a reservation cancellation, please inform The REC Office as soon as possible.
6. All programs or usage of The REC requires the presence of a FBC staff member.
7. A copy of the organization's Certificate of Insurance is required by FBC. This document will be required before confirmation of reservation. In the event of a personal reservation separate from an organization, it is required that the group sign The REC liability waiver upon arrival as well as completing a guest register form, signing in each attendee.
8. The group or organization is responsible for seeing that the area of The REC that was used is clean and trash emptied before they leave.
9. All groups must have adequate supervision. Each group must have a ratio of one adult (age 21 or older) to every ten youth / children.
10. Each group will be held responsible for any damage to the building or equipment while being used by the group.
11. All groups will be subject to all REC policies and procedures, specifically taking note of the guidelines outlined for the area they use.
12. All reservations will have a three (3) hour maximum time limit unless otherwise stated by REC staff.
13. Requests for specific equipment must be made in advance (denoted on the submitted contract form).
14. The following areas of The REC are available for reservation, separately or in conjunction:
  - a. Gym / Walking & Jogging Track
  - b. Game Room / TV Lounge
  - c. Snack Areas / Kitchen
  - d. Parlor
  - e. Tot Room
  - f. Racquetball / Walleyball Courts
  - g. Craft Room
  - h. Classrooms
  - i. Aerobics Room

*Note: Groups must comply with area regulations for the specific areas as well as entire REC policies and procedures.*

15. The usage fees for reservations are as follows:
  - a. FBC Group
    - i. During REC Hours - No charge (Please take note of above-mentioned item #4 in this section.)
    - ii. Outside REC Hours - \$20 / hour
  - b. Outside Group
    - i. During REC Hours - \$30 / hour (Please take note of above-mentioned item #4 in this section.)
    - ii. Outside REC Hours - \$40 / hour
    - iii. A \$30 deposit fee is required upon approval of submitted contract form. A full refund will be available up to seven (7) days advance notice of cancellation. Less than seven (7) days advance notice of cancellation will result in forfeiture payments. The deposit will be held after all rental costs are finalized, at which time, a refund will be submitted for the overage remaining.

# Ethics & Liability

## Dress & Behavior

1. The REC is used to glorify God and influence people for Jesus Christ. The programs and activities of The REC are a ministry of First Baptist Church to the body of Christ and others in our community. Participants should exhibit the character and values of Jesus Christ. Therefore, our speech, dress, and conduct should be an encouragement to those around us and never a hindrance or stumbling block.
2. Clothing: Appropriate clothing must be worn at all times. Appropriate shirts include shirts and tanks which fully cover the chest and torso. Inappropriate shirts include cut-off shirts, short aerobic tanks, and sports bras. Shorts should be appropriate in length. Any print or writing on clothing must be fitting for a Christian environment. Clothing with obscene or suggestive language will not be permitted. Modesty Policy: Loose tank tops or T-shirts and cover shorts are required at all times when wearing lycra / spandex undergarments.
3. Speech: We should seek to encourage one another. Degrading or negative remarks is not acceptable behavior. Profanity will not be tolerated.
4. Public display of excessive affection is not acceptable behavior in The REC.

## Prohibited Items

1. These items are not allowed in The REC: tobacco in any form, anything considered a weapon, any alcoholic beverage, controlled substances, or anything that would detract from a safe, Christian atmosphere.
2. Animals are not to be brought into The REC unless otherwise stated by REC staff. Dogs used in assistance of a disability will be permitted.

## Discipline

1. Willful violation of any policies or guidelines could lead to loss of eligibility to participate in The REC.
2. Infractions will be handled as follows:
  - a. First Infraction: Warning and explanation of regulations.
  - b. Second Infraction: Second warning and reminder of regulations. Notification to parents (if a minor)
  - c. Third Infraction: One month's suspension and parent conference (if a minor)
3. A major infraction or minor infractions reaching stage three (3) will result in a written report turned in to the Minister of Recreation and/or immediate suspension by REC staff in proxy for the Minister of Recreation. Parental notification for minor children will take place.
4. The Minister of Recreation and REC staff will be responsible for the enforcement and interpretation of all policies and procedures of the REC.
5. Any situations not specifically covered in this list of policies will be acted upon if and when the need arise, at the discretion of the Minister of Recreation and/or REC staff.
6. All conduct in the building or in any program sponsored by the Recreation ministry is to be consistent with Biblical teachings.

## Liability

1. The use of The REC facilities and all its equipment will be at the risk of the participant.
2. First Baptist Church does not assume liability or responsibility for the health of or any injury to the user of the facility.
3. First Baptist Church does not make any express or implied warranty of the premises, the equipment, machinery, fixtures or furniture. Without limiting the foregoing, FBC makes no implied warranty of merchantability or implied warranty of fitness for a particular purpose.
4. First Baptist Church will not be liable for personal property brought into The REC. Lost and Found is located on the first floor. Lost items will be returned to the owner when requested and properly identified. Periodically, lost and found items will be discarded or donated to charity.
5. Participants are encouraged to consult their physician before participating in any physical activity offered at The REC.
6. All Fitness Room membership requires completed execution of Fitness Room Registration & Liability Release Agreement.
7. Those wishing to attain membership to the Fitness Room must first attend a fitness orientation class.