

Christian Ministries Center (CMC)

Mt. Zion Baptist Church
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CMC STAFF

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PURPOSE

The Christian Ministries Center (CMC) of Mount Zion Baptist Church exists to fulfill the mission statement of the church.

PARTICIPATION

Participation in the CMC is open to all members of Mount Zion Baptist Church who are in the 7th grade or above.

All children (6th grade & younger) must be accompanied by an adult (at least 21 years of age) and supervised at all times when in the CMC.

Eligibility to participate will depend on an individual's willingness to abide by all policies and procedures.

A key tag system has been adopted by the CMC. Key tags remain the property of the CMC. Membership is forfeited if a person unites with another church, or moves out of the immediate church area, with the exception of college students who are away at school.

There will be a \$5.00 replacement fee for lost key tags.

The key tag serves the following purposes:

- Identification
- Allows Controlled Admittance
- Tracks Attendance
- Supplies Emergency Information

Registration by all participants is necessary for information and safety.

GUESTS

MZBC church members are encouraged to bring guests. An MZBC member may bring 2 guests with them at no cost for up to 2 visits per guest. **Guest Members may not bring guests.**

Guests at the CMC must fill out a Guest Card and sign in.

Any MZBC member wishing to bring more than 2 guests at a time must obtain permission from the CMC Staff in advance of the visit.

Members are responsible for the conduct of their guest(s). Guest and member must stay together at all times. Thus, when the member leaves, his/her guest must also leave. If the guest arrives before the member, the guest must wait in the lobby until their host arrives.

Pastor's Perk Membership – the CMC offers free membership to area full-time ministers and their immediate families to assist with their physical, mental and spiritual well being. It is our privilege to minister to those who faithfully serve our Lord Jesus Christ in full-time service.

GUEST MEMBERSHIP

Guests can join the CMC as Guest Members for a fee of **\$60.00 per year.**

ENTERING AND EXITING

The West entrance door of the CMC is considered the primary entrance and exit. All other doors are emergency exits only, and will sound an alarm if opened.

When entering the CMC to use the facilities, it is required to sign in or swipe your member card at the front desk for every visit.

Loitering in the parking lot is not permitted.

CMC HOURS

The CMC hours of operation are posted at the front desk. (During the summer months the CMC Staff reserves the right to change the operating hours based on usage.) Any variations will be posted at the CMC Desk.

Since the CMC is a supportive ministry of Mt. Zion Baptist Church, the schedule will not conflict with the church schedule.

EQUIPMENT

Equipment may be checked out at the Front Desk. Items such as car keys, cell phones, etc. will be surrendered in exchange for the equipment desired. Upon return of borrowed equipment, all items will be returned.

Individuals who check out equipment will be financially responsible for equipment that is damaged, lost, destroyed or stolen.

No personally owned equipment is allowed in the facility at any time.

DRESS AND BEHAVIOR

The CMC is a ministry of Mt. Zion Baptist Church. In the interest of influencing others for Christ, the speech, dress and conduct of all CMC members, guests and visitors will be in accordance with the highest Christian standards.

Shirts and shoes must be worn at all times. (Appropriate shirts include shirts & tanks that fully cover the chest and torso.) Any print or writing on clothing must be appropriate for a Christian atmosphere.

No black sole, leather sole, or high heel shoes will be allowed on the gym floor.

DISCIPLINE

Willful violation of any policies or rules could lead to loss of eligibility to participate in the CMC. (This includes both minors & adults.)

Trained CMC staff & volunteers operate the CMC under the direction of the professional staff. They have the right to say "No" or "Stop." Participants are expected to follow their directions.

Infractions will be handled as follows:

- First Infraction: Warning, explanation of rules and/or suspension of privileges.
- Second Infraction: Reminder, notification of parents and/or suspension.
- Third Infraction: Parent conference and/or suspension.

Major infractions will result in a written report turned in to the Minister of Missions & Outreach and/or immediate suspension.

PROHIBITED ITEMS

The following items are not allowed on the CMC property:

- **Tobacco in any form**
- **Alcoholic beverages**
- **Any controlled substance**
- **Anything considered a weapon**
- **Pets**

FOOD AND DRINKS IN DESIGNATED AREAS ONLY!

(Water bottles are permitted in the gym but only on the bleachers.)

LOST AND FOUND

The Lost and Found is located at the Front Desk and in the “Cubbies” across from the Front Desk. Lost items will be returned to the owner upon request and proper identification. Items left for more than 30 days will be donated to local missions.

Participants are encouraged to put their names on their personal items. Mt. Zion Baptist Church does not assume responsibility for lost, stolen or misplaced items.

LIABILITIES

The use of the CMC facilities and all equipment will be at the risk of the participant. Mt. Zion Baptist Church does not assume liability or responsibility for any participant. Mt. Zion Baptist Church does not make any expressed or implied warranty of the premises, equipment, machinery, fixtures or furniture.

Notice of these facts is provided to participants, guests and visitors. Any situation not specifically covered in this list of policies will be addressed when the need arises at the discretion of the CMC Professional Staff.

RESERVATIONS

All MZBC groups may make application for reservations of specific areas of the CMC by completing the “Facility Use Form” available at www.mzbc.net. All reservations will be coordinated with the already existing CMC schedule.

Groups outside of MZBC may request the use of specific areas of the CMC by completing the “Facilities Use Request Form for Non-Church Members or Groups.” This form is available online www.mzbc.net

All requests for reservations must be made a minimum of 2 weeks in advance of the request date. Requests will be

considered at the staff meeting on the Tuesday following their receipt.

All groups must have one adult (sponsor) in charge of the entire event, and have adequate adult supervision. The proper ratio of adults to children must be maintained as follows:

Grades K-3	1 to 5
Grades 4-6	1 to 8
Grades 7-12	1 to 10

All groups with approved reservations will be responsible for their own programs. They are also responsible for cleaning the areas they use and taking out the trash. Reservations for use will be for a specific period of time, after which the building must be vacated. **Reservations must be promptly cancelled if plans are changed.**

PARTY RESERVATIONS

MZBC members may reserve areas of the CMC for parties when there is no conflict with the Church or CMC calendars. Requests for reservations are made through the “Church Facility Use Form,” and cannot be made more than 4 weeks in advance, nor less than 2 weeks prior to the party.

There will be a paid CMC worker for all parties to help keep the CMC policies, answer questions and assist with equipment check-out. A janitorial cleaning is included in the hour fee.

The person requesting the reservation is solely responsible for any damages to the building or equipment (including but not limited to undue soiling).

Reservations will not be considered approved until the proper form is completed, the date cleared and calendared through the church staff meeting and the fee is paid. (See Fee Schedule)

The following areas may be reserved: **Gym – Court 1, Gym – Court 2, CMC Lobby, Downstairs Classroom, Upstairs Classroom, or Upstairs Lobby.**

WEDDING RECEPTIONS

The CMC will be available for wedding receptions for members of MZBC, and must be scheduled through the church office as soon as the date is known in order to avoid conflicts. All fees and conditions for use are contained in the Mt. Zion Wedding Policy, available online and in the Church office.

FEE SCHEDULE

Guest Membership	\$60.00/year
Party Use (1 st hour)	\$75.00
(Additional hour or partial hour)	\$10.00/hour
Janitorial Deposit	\$25.00
Youth Open Night	No Charge

INTERPRETATION OF POLICIES & PROCEDURES

The CMC staff will be responsible for interpretation and enforcement of all rules. Any situation not specifically covered in this list of policies will be acted upon if and when the need arises.

CMC DESK – Only authorized persons are permitted in the desk area and equipment room. Upon entering the CMC, everyone must check in at the desk. All questions concerning programs, equipment and facility may be answered at the CMC desk. All payments must be made directly to the staff personnel on duty at the CMC desk.

TV ROOM – the television is provided for family programming and its usage will be at the discretion of the CMC Staff.

CLASSROOMS – anyone who alters the original purpose and/or arrangement of any classroom will be required to return the room to its original state.

GYMNASIUM – No black soled or leather soles on the surface of the gym floor during play. Absolutely nothing may be thrown from the gym floor to the track above. Anyone violating this rule is in danger of being dismissed from the CMC. No personal basketballs, volleyballs, etc. may be used. Gym equipment will be set up and operated by authorized personnel only. No kicking basketballs or volleyballs. No hanging from goals.

WEIGHT ROOM – Members must be 15 years old or older to be in the weight room without an adult (13-14 with an adult). This is a co-ed facility. Shirts or tanks that cover the entire chest and torso must be worn at all times. Appropriate length shorts and shoes must be worn at all times. No horseplay is allowed in the weight room. No food, drink or gum is allowed in the weight room (except personal water bottles).

TRACK – Sitting or leaning on the rail around the track is prohibited. No one under the age of 15 will be allowed on the track unless accompanied by an adult. Basketballs, volleyballs or any other type of athletic equipment are not allowed on the track. Anyone shooting at the baskets from the track will be subject to dismissal from the CMC. Absolutely nothing may be thrown from the track to the gym. Anyone violating this rule will be in danger of dismissal from the CMC. 11-1/4 laps equal 1 mile. No racing is allowed. No food, drink or gum is allowed on the track. No shoes with raised heels allowed.

GAME AREA – Every game has proper rules and players are expected to respect them. Game tables are placed so that games can be played without interfering with others. Do not more, rearrange, or sit on tables. No game area equipment may be taken out of the game area. Children 6th grade and below may NOT be in the Game Area unless accompanied by an adult.