



**RECREATION MINISTRY
HANDBOOK FOR VOLUNTEERS
Christ United Methodist Church**

(Revised May 6, 2009)



“In all your ways acknowledge Him and He shall direct your paths.”
Proverbs 3:6 NKJV

The Recreation Ministry is a vital and growing ministry of Christ United Methodist Church. As a recreation volunteer you will be learning and experiencing new and exciting opportunities in both recreational activities and in ministry. This handbook will serve as a guide and will be changed and updated as necessary. It will be your responsibility to stay current with posted policy and procedure directives and revisions and incorporate them into this handbook until an updated version is made available.



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Recreation Minister



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Introduction

Welcome to the Recreation Ministry at Christ United Methodist Church. For years our church's elected and appointed leaders have prayed for God's direction in reaching the needs of his people; both the people we see in church each Sunday and the people we don't see who haven't yet invited Jesus into their lives and become part of a church family. The Recreation Ministry is an instrument to minister to our church family and to reach out to those in our community who may be searching for the peace, love, and fellowship that God offers through His church.

Research has shown that over 90% of people either participate in or watch some form of sport or recreation daily or weekly. The Recreation Ministry was created to reach and minister to people through activities that not only entertain, but strengthen bodies, sharpen minds, and introduce people to clean, "love inspired," competitive sports, fitness programs, family outings, and personal growth activities that will become a point of contact with the other ministries of the church.

The Recreation Ministry was established with a firm foundation that includes:

As a volunteer in the Recreation Ministry of Christ United Methodist Church you have the privilege of being "on the front line" of our outreach ministry. You will very likely be the first person a visitor meets when they come to participate in the various activities we offer. When a person is greeted at the reception desk they will base their first impression of our church upon how welcomed they feel, as well as on the features and cleanliness of the facility. That first impression will, to a large degree, carry over into whatever activity the person may be attending and set the tone for our ministry to that person and their family. Therefore, this handbook was created to provide a standard, routine, and philosophy to be used by our members/volunteers to facilitate the Recreation Ministry at Christ United Methodist Church.

Common Misconceptions

1. Christ Center is mainly a recreation center for youth and children.

WRONG It is a facility providing various ministries to all ages.

2. Sports and athletics dominate a recreation program.

WRONG Though athletics are a vital part of the Recreation Ministry, they actually provide about 20% of the entire program; Athletic activities are just more visible.

3. When you have church members working in a recreation program you automatically have a “built in ministry.”

WRONG As with Sunday School teachers, choir members, department directors, etc. those who work in the Recreation Ministry must be **taught** how to minister.

4. When you build a large “Christian Fellowship Center” you have a ministry.

WRONG A building does not equate ministry. A Recreation Ministry develops because there have been hours of prayer, planning, and programming.

5. Because it is “church related” it is a ministry.

WRONG A ministry is planned!

6. Numbers equate ministry.

WRONG It is not the numbers that count, it is the ministry you supply for the numbers.

The Recreation Ministry will not “just happen” any more than our worship services, music ministries, or Sunday School programs “just happen.” We as staff and volunteers in the Recreation Ministry must lead as we pray, meet, plan, design, write, and organize the best ministry possible for the glory of God.

Scheduling

Volunteers will be scheduled 1) as soon as the need is anticipated, 2) monthly (Rec. Reception Desk), or 3) seasonally (coaches/referees). Because the responsibilities of the volunteer positions are so vital to the success of the various programs we ask for your faithful devotion in terms of reliability, punctuality, and quality of service.

1. Volunteer schedules will be posted in the Recreation Reception area in Christ Center.
2. As a part of the Recreation Ministry family, volunteers should provide their current telephone numbers, cell phone numbers, pager numbers, and e-mail addresses to the recreation staff so that they may be immediately informed of any scheduling issues.
3. Volunteers should call the Recreation Ministry as soon as they know of a conflict in their schedule.

Duties

Recreation Reception Desk

a} Volunteers will maintain the recreation reception desk in terms of neatness, cleanliness, and must assure that the proper paperwork is available and in place. When a volunteer reports for duty they should sign in the log book, make sure that all necessary paperwork is within reach, and that the reception area is clean and properly arranged. Report any problems to recreation staff.

b} Volunteers will be familiar with the programs and activities taking place within the Recreation Ministry, and will familiarize themselves with other activities that may be occurring in Christ Center or one of the other buildings in the church. Good telephone communication skills with other departments and ministries within the church will be important.

c} Volunteers will greet each person who enters the recreation reception area and will direct them to sign the registration log and/or a registration card. **The volunteer must be able to read the signature so that registration information can be retrieved.** If the person has not registered we will ask them if they attend CUMC. If they do, have them fill out a “Member Registration” card. If they do not, have them fill out a “Guest Registration” card. If the person has other related business, they may be referred to one of the Recreation Ministry staff. There

will be many times when a person, maybe a parent or child, is just accompanying a recreation participant as a ride or observer. It is not necessary for that person to register, **but** we may encourage them to register and/or sign a guest card so that we may have a record of their visit. Any opportunity for a bright and pleasant one-on-one greeting is a door to ministry!

d} Volunteers should **never** leave the reception desk unmanned. However, if there is another recreation worker at the desk, be prepared to give a personal tour of the building to a visitor. Liberally hand out information brochures and share your excitement and Christian experience as you feel comfortable.

e} The recreation reception desk phone will be a primary church number for calls regarding after hours activities in the building. Answer the telephone by saying, “Recreation Ministry, how may I help you?” Information will be close at hand so that all questions may be answered completely. A list of extensions for other departments in the church as well as numbers for community recreation facilities and assistance will also be available for transfers or referral.

f} Volunteers will hand out recreation equipment and supplies to registered participants.

g} Write any incident or anything that you feel is important in the log book.

h} When going off duty, the volunteer will see that all paperwork has been completed, will brief the oncoming volunteer or staff person of any current activity, and will account for all administrative keys.

Recreation Facilities

a) Clean scuff marks off the gym floor – Use a dry work towel or a designated mop and wood floor cleaner.

b) Clean gym floors with push dust mop. Push dust into piles – use broom & dust pan to remove.

c) Clean counters and equipment with disinfectant spray and a clean work towel.

d) Lubricate fitness equipment lube spray and a work towel.

e) Keep ice packs ready in the freezer – place in zip lock bag for use – return to freezer.

f) Write any information concerning equipment, problems, question’s asked, disturbances or anything that recreation staff may need to address.

g) Clean/sweep/vacuum fitness room floor.

h) Use leaf blower and extension cords located in the laundry room to blow away debris from the recreation entrance to Christ Center. Remember to blow the steps and curb.

Washing Machine/Dryer

***Use the washer and dryer only after you have been shown how by recreation staff!!!**

- a) Do not wash dirty floor/work towels with sweat towels.
- b) Do not wash mop heads with towels.
- c) When washing Mop heads please account for the build-up of residue. At the end of the cycle, place mop heads in dryer and clean the residue from the washer.
- d) Clean lint from dryer before drying anything.
- f) Always wash towels with bleach & detergent.

Policies & Attire

- a) **Basketball/Gym play** is reserved for those who attend CUMC and their guests. **If you do not recognize the individual as an attendee of the church, please ask them if they go to church here.**
- b) A child must be **14 years old** to be left in Christ Center or anywhere on campus “unattended.”
- c) Review the policies on the fitness room usage.
- d) Review the bulletin board calendar to be aware of upcoming events and set ups.
- e) **If possible** try to schedule all fitness room orientation classes at 6:30pm Mon. – Fri..

Volunteers may dress appropriately for the recreational environment. We request that clothing promoting products or businesses or clothing with wording other than general Christian related or CUMC specific be avoided as it may imply unauthorized church support or involvement. Any questions may be referred to the Recreation Minister.



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GLORIFY GOD THROUGH YOUR CONDUCT

Guidelines for Use of Recreational Facilities

1. Guidelines and schedules are subject to change. Announcements will be posted at the Recreation Reception Counter and bulletin board.
2. The Recreational Facilities are available to the CUMC Family which includes members and regular attendees of Christ United Methodist Church and to guests at designated times. Guests of CUMC family may come with them during normal hours.
3. Anyone using the recreation facilities must have completed a registration form which will be on file at the Recreation Counter.
4. **Children under the age of 14 years old must be accompanied by an adult.** Recreation Staff and Volunteers may not accept responsibility for the supervision of children.
5. Proper attire will be worn at all times.
 - a. Shorts will be modest.
 - b. Shirts must be worn at all times.
 - i. Shirts must cover the mid section of your body.
 - ii. Shirts must be worn over sport tops.
 - iii. Shirts or tank tops that show the ribs or are otherwise open or low cut are not appropriate.
 - iv. Apparel with inappropriate messages or advertisements (bars, alcohol, tobacco, drugs, etc.) are not acceptable.
6. Participants must complete the Fitness Room Orientation prior to using equipment in the Fitness Room.
7. All participants must sign in at the Recreation Counter upon arrival.
8. Appropriate behavior is expected at all times. Be courteous to fellow participants. Rotate use of equipment or courts so that everyone can benefit. Polite language and temper control are important for the effectiveness of the Recreation Ministry. Remember: As a Christian, **YOU ARE A MINISTER, TOO!!**