

Whitehouse Bible Methodist Church Key Policy

Effective Date: 7-5-20

Purpose

As active stewards of God's resources, we affirm the need to both protect the safety of those members and groups using church facilities as well as secure the property the Lord has entrusted to us. This key distribution and control policy has been developed to achieve this purpose.

This policy consists of multiple sections:

1. Key Holders defines who can permanently or temporarily be given a key to a church building or vehicle.
2. Key Accountability describes the process for managing church keys.
3. Key Responsibilities describes proper key use by key holders.

1. Key Holders

The Pastor will manage keys, including issuing, tracking, and receiving returned keys.

- 1.1. The following persons shall be granted permanent keys to all church buildings or vehicles, as needed, under this policy.
 - Pastor
 - Church board members
 - Other church members or volunteers as approved by the church board.
- 1.2. The following persons may be granted temporary keys to one or more church buildings or vehicles by the Pastor without church board approval under this policy. Temporary keys should be issued for a specific time duration and then returned to the Pastor. If the need for a temporary key holder to become permanent arises, church board approval is required.
 - Church members ages 21 or older with a need for access
 - Contractors and other service providers

2. Key Accountability

These key issuance policies are intended to balance ease of use for key holders with appropriate facility security. Obtaining keys to church buildings or vehicles is a privilege available to persons described in Section 1. With this privilege comes the responsibility for caring for these keys such that they aren't lost or damaged. Failure to care for issued keys or the church property when used for private events may result in the revocation of key holding privileges.

- 2.1. Key log. The Pastor shall maintain a key log documenting the following information about keys in circulation and the key holders to whom they are issued. Key logging applies to the issuance of both permanent and temporary keys.
 - Name
 - Phone Number
 - Email address (optional)
 - Key type (main building, storage shed)
 - Position or reason for having key
 - Date of issuance
 - Date of return
- 2.2. Issuing a key. The general process for issuing a key is as follows:
 - Eligible person shall read this key policy.
 - Eligible person must obtain key from the Pastor.
 - Pastor completes the required key log information.
 - Eligible person returns the key by the required date or event (see section 2.3).
- 2.3. Key return. A key must be returned to the Pastor upon any of the following events:
 - The key holder changes church membership or no longer resides in the community served by the church.
 - The key holder is no longer in the position for which the key was issued.
 - The return of the key is requested by the Pastor or by action of the church board.

3. Key responsibilities

Key responsibilities include the following:

- Keys are issued to individuals, never to groups or organizations. This ensures a single person is responsible for managing the key.
- The key requestor or spouse must obtain the key in person from the Pastor.
- No duplication or loaning of issued keys is permitted.
- Use of a key to unlock a building brings with it the responsibility to lock and otherwise secure the building when leaving.
- Lost or stolen keys must be reported to the Pastor. Damaged keys must be returned to the Pastor for replacement.