



CCC Exterior Key Holder:

Thank you for using your gifts and talents to further the work of our Lord through Christ Community Church (CCC). In order for you to contribute to this work you have been provided with an exterior door key for the church facility. Please read the following commitment and complete the form.

I have received an exterior door key to the CCC church facility. I understand that this key has been provided for me to use for ministry purposes, and I commit to being safe and a good steward of the church's resources by ensuring that:

- If I am a woman, I will never, under any circumstances, enter the facility after dark alone;
- When Leaving the facility:
 - all lights are turned out;
 - all heating or cooling is reset to the settings when I entered;
 - any computers I turned on are shut down;
 - curtains are shut; and
 - ALL exterior doors are locked. (Jiggle the door to be sure.)
 - If others are staying longer, I will ensure they are aware of remaining exit steps;
- I keep the key with me or in a safe location off the church property while I am it's custodian;
- My key is not given to anyone else;
- If I lose the key, I will immediately report its loss to the Administrative Pastor
- I return the key to the Administrative Pastor when I no longer need it to complete my ministry tasks

Printed Name

CCC Ministry

Signature

Date