

## **Community United Methodist Church Security and Church Key Policy**

### **INTRODUCTION:**

Community United Methodist Church (CUMC) has been blessed with facilities built to be used for God's honor and glory. Coincident with the privilege of using the church building to accomplish the Lord's work is the obligation to ensure that it is proper secure at all times. As stewards of God's resources, this is the responsibility of us all. It is for this purpose that a policy for security and to control access through the distribution of keys has been developed. All reference to keys in this document shall refer to traditional and electronic key devices, i.e. key fobs or key cards. This policy consists of five sections.

- Section I lists the names of those authorized to issue or loan keys, as well as to whom keys may be issued or loaned
- Section II governs the use of keys by members of CUMC
- Section III consists of the procedure by which members may obtain keys
- Section IV outlines the procedure for issuing keys to outside groups, contractors and other external parties that will require entry for meetings or provide services essential to maintenance or repair of the facility.
- Section V outlines access groups and times of access

It is important that the provisions of this policy be observed as specified. The policy is subject to periodic review and update as required to ensure that the building is adequately secured without placing undue burden on user access.

### **Section I: Key Authorization Use and Persons Eligible to receive Keys**

The Board of Trustees has the overall responsibility for building security. The Trustees will manage church keys distribution. Keys will be issued at the sole discretion of the Board of Trustees. All keys must be returned by any person who has ended their term of office in the work area for which they were assigned keys, any person transferring membership, or the family of deceased members. The staff/employees must return all keys at the end of their employment.

Typical Distribution of keys is as follows:

- Leadership Team
- Both Pastors
- Church staff/Employees/Maintenance and Janitorial
- Church Lay and Group Leaders
- Weekend Security Lock up Team
- Other members of the congregation may request a key
- External parties/outside groups on a case by case basis. Key fobs will be programmed to only allow access for the specific meeting times of these groups.

\*Church Office Manager may issue temporary keys to the following individuals without Trustee approval. These keys will be for a 2 week period or shorter and may be restricted to specific times/days:

- Community members over 21 years of age with a need for temporary access to the building.
- Contractors and other service providers
- Hall Renters/others (with a \$25 security deposit)
- Mothers Day Out Pre-School and Kindergarten (MDO) – key fobs will be issued to 2 groups.  
Group 1 – MDO staff and teachers  
Group 2 – Parents or guardians of students

- MDO has permission to use access doors as required for entry and egress to efficiently move students during the school day. If a locked door is unlocked for a short period of time a teacher will be posted outside the classroom to ensure safety of the unlocked door.
- Annual security training will be provided by CUMC on policies and procedures.

## **Section II: Policies Governing Keys Issued to Community Members**

Policies governing the use of keys by CUMC members are intended to balance ease of building access with adequate security considerations. Borrowing of keys is a privilege available to all members 21 years of age or older and brings with it great responsibility. Failure to adhere to this policy or to exercise appropriate precautionary measures relative to care of the facility when in private use may lead to revocation of this privilege at the discretion of the Trustees. Loss of keys loaned to UMC members exposes the church to considerable financial and security risk with potential value in the thousands of dollars. Borrowers of keys must exercise great care to ensure that keys issued to them are in their control at all times.

**The policy for use of keys by CUMC members is as follows:**

1. Keys may be requested from the authorized individual as defined in Section I.
2. Keys will only be loaned to members when the proposed use of the facility is consistent with the church's mission
3. The requestor or spouse must obtain the keys in person at the church office. Children will not be permitted to accept keys for their parents.
4. All keys will have an identifying number. A record shall be kept of which key is assigned to which individual.
5. The member to whom the key is issued must verify his or her address and phone number on a Church Key Request form prior to obtaining the key. The church secretary (or alternate) shall note the member's name, address, phone number, key fob identification number, date of issue, amount of deposit and return due date on Church Key Request Form and keep them on file well as a Key Control Log.
6. All members to whom a key is loaned may request a copy of this policy. All persons (including members and staff) will be required to fill out a Church Key Request Form. Signing this form implies understanding and accepting the terms of this policy.
7. It is understood that loaned keys MUST be returned to the church office by the specified dates and IN PERSON. Keys must not be mailed or left in the church office. The church Office Manager or other authorized individual will acknowledge the key's return and note such on the Key Control Log.
8. It is understood that keys will not be duplicated, loaned or made available to others including family members under the age of 21.
9. Lost or stolen keys must be immediately reported to the church office.
10. The holder of a key to the facility assumes the responsibility for the safekeeping of the key and its use.  
**WHEN LEAVING THE BUILDING, ALL DOORS AND WINDOWS MUST BE SECURED. RS ARE NEVER TO BE LET F PROPPED OPEN AND ALL LIGHTS ARE TO BE TURNED OFF.**
11. Persons to whom keys are issued are responsible for the replacement of lost or broken keys. Key fobs will be deactivated and There will be a \$25 fee for the replacement of lost key fobs.
12. The trustees reserve the right to request the return of any key at any time.

## **Section III: Procedure for CUMC members to obtain keys**

**Members desiring to obtain keys must utilize the following procedure:**

- Call or stop by the church office during normal business hours Monday – Thursday.
- Read the policy governing the issuing of keys to CUMC members(Section III)
- Complete and sign a Church Key Request Form.
- Receive the key(s) from the Church Office Manager or Alternate
- Return the key(s) by the required date. Key fobs will have a preset deactivation date. Failure to return a key will result in a \$25 replacement fee.

**Keys will only be available for pickup during regular business hours unless prior arrangements are made with the Church Office Manager or Trustees.**

**Section IV: Keys Issued to Contractors and Other External Parties**

Before keys may be issued to a contractor or other external party, a representative of the company will be required to sign a document stating the he is authorized to receive keys on behalf of that company and that the company is assuming complete financial responsibility for all re-keying required to restore security due to the keys being lost, misplaced, stolen or otherwise not returned. This document must be signed by an appropriate officer of the company, if applicable. The policy for use of keys by contractors and other external parties is as follows:

- The authorized representative or third part to whom the keys are issued must present picture identification and personally sign for all keys. A Church Key Request Form must be completed and signed.
- Key fobs issued to contractors and third parties will have identifying numbers and will be preset to limit to specified dates and times.
- It is understood that keys will not be duplicated, loaned or made available to others.
- Report lost, misplaced or stolen keys immediately to the church office.
- Contractors must notify the church office when any person to whom a key is issued terminates employment. The key must be returned to the church office.
- The holder of a key to the facility assumes responsibility for the safekeeping of the key and its use. When leaving the building, ensure that all doors and windows are secured. Doors are never to be propped open.
- Broken keys must be returned to the church office before a replacement is issued.
- Should a contractor's relationship with the CUMC be terminated for any reason, all keys must be returned to the church office. Written confirmation from a designated church representative that all keys are accounted for is required before the final invoice will be paid.

**Section V: Access Groups and Times**

- Church Leadership Team - Sunday thru Saturday 12:00am thru 11:59pm
- Church General Membership - Sunday thru Saturday 7:00am thru 9:00pm
- Outside Groups - as assigned – limited to two (2) keys per group
- Contractors - as assigned
- Others - as assigned

**Note: Any other requirements not addressed by this policy will be handled on a case by case basis**