



**Date Approved:** May 2, 2016 .....

**Approved By:** Bethel Lutheran Church Council .....

**Title: Key Policy**

**Purpose:** In order to ensure the safety of people using the facilities of Bethel Lutheran Church and to protect the resources God has provided, the issuance and use of keys shall be strictly controlled and accounted for.

**Definition of Key Types:**

- AA – Master Key – opens all doors of new church
- AA2 – Office area – opens all doors leading into office area
- AA3 – Ushers Room – opens door of the usher room
- AA4 – HVAC – opens main HVAC room
- AA5 – IT Room – opens IT room
- AA6 – Mission Room – opens Mission room
- AA7- Quilt Room – opens Quilt room
- AA8- Sanctuary/Sacristy – opens Sanctuary and Sacristy room
- AA9- AV Room – opens AV room located in Sanctuary

**Key Holders:**

- AA – Pastors, DCE, Business Manager and Trustee(s)
- AA2 – Church Staff
- AA3 – Usher captains
- AA4 – Business Manager and Trustees
- AA5 - IT Coordinator(s)
- AA6 – Food Pantry volunteers
- AA7 – Quilters
- AA8 – Altar Guild and Production Assistants
- AA9 – Praise Band leaders and AV Coordinator

**Key Accountability:**

Keys are issued and tracked by the Business Manager as guided by this policy.

**Issuing of a Key:** The person receiving a key shall indicate agreement with this policy by signing a receipt. (See attached form)

**Use of Key:** The person possessing a key to a church room(s) agrees that the key will remain under his or her control and under no circumstances should a copy of the key be made. Changes in key holders are to be done through the Business Manager. The key is to be used in the performance of the ministry of Bethel Lutheran Church and not for any personal matter. Any doors opened should be locked when done using the room.

**Return of Key:** A key must be returned to the Business Manager if the holder is no longer a member of the church, no longer holds position for which the key was issued or the return of the key is requested by the Pastor or Business Manager.

Upon the return of the key a notation will be noted on the original receipt.