

New Bethel Baptist Church

Key Policy and Procedure

Policy

All who are issued keys will keep them secure and utilize them properly for church security. When a key is lost, the Deacons will determine the course of action, including any rekeying that might be required. When a new user needs a key, the Administrative Assistant will issue such key. Under **no** circumstances are key holders to make copies of any key issued to them by the church.

Procedures

The New Bethel Baptist Church (NBBC) Administrative Assistant will monitor and track all keys utilized throughout the church and exterior buildings. Anyone issued a key must sign/date for that key via the Administrative Assistant. When the user no longer needs the key or is found to be misusing the key, the user will sign it back in and note the date of such action.

Key assignment will be reviewed annually in September. At this time, the user will confirm they do or do not have the issued key(s) in their possession. If the user has lost the key(s), the issue will be referred to the Deacons for action.

The Deacons will review any violation of use, loss or other situation including when a building or door may need to be rekeyed.

Master Key: Master keys can access any building or room on the church property. The Pastor, Administrative Assistant and Chairman of the Trustees will be the only members issued a master key. The Security Team has access to a master key via a secure code-locked door when on duty.

Church Building Key: A key that allows entry into the church building is issued to those in charge of a committee or anyone leading a ministry. Those issued a church building key are also assigned a user specific alarm code. For those driving

the church van, a building key accompanies the van key in the event the driver needs to let riders into the church building.

Shelter Storage Key: This secure area stores items used at the shelter and for outside events. The Pastor, Chairman of the Trustees and Administrative Assistant have keys to this building. If access is needed by a non-key holder, arrangements can be made with any of these key holders.

Garage/Storage Building Key: The garage/storage building will be secure at all times. The people door is the only access to both areas of this building via a key. As of August 2025, the storage portion of this building is designated for Operation Christmas Child (OCC) Program storage. Those with a key to this building are the Pastor, Chairman of the Trustees, Administrative Assistant, OCC Team Lead, OCC Yard Sale Lead and up to 3 additional users appointed by the OCC Team Lead. For those driving the church van, a key to this building is with the van key.

“City Hall” Building Key: Use of this building determines key issuance. As of August 2025, use of this building is designated for Operation Christmas Child (OCC) Program storage. Those with a key to this building are the Pastor, Administrative Assistant, Chairman of the Trustees, OCC Team Lead, OCC Yard Sale Lead and up to 3 additional users appointed by the OCC Team Lead.

Pastor’s Office Key: Only the Pastor and Administrative Assistant have a key to the Pastor’s Office.

Administrative Assistant’s Office Key: The Administrative Assistant’s Office has limited access. The Pastor, Administrative Assistant, Youth Pastor, Treasurer, Assistant Treasurer, Minister of Music, Children’s Department Director and designated Ushers are issued keys to this office. Designated Ushers as of October 2025 are Jimmie Webster (additional usher to be selected by Nominating Committee).

Sewer “Cage” Key: Only the Sewage Treatment Manager has a key to the secure caged sewer access area.

This policy and procedure is effective November 1, 2025 and will be evaluated at least annually in September at the beginning of the new church year for any updates or changes needed.

Approved October 29, 2025