

Summerfield Peace United Methodist Church, Inc.

Church Key* Policy

** The term "key" includes regular keys as well as electronic combination lock codes.*

Summerfield Peace United Methodist Church has adopted the following policies, regulations and procedures to better protect the church's property and ensure that keys are issued to the proper persons. Keys to the church will be made available to all those who need regular access to the church or access for specific occasions.

Key Distribution

Keys will be issued at the sole discretion of the church's Trustee Committee. The Administrative Assistant will distribute the keys, as authorized by the Trustees, and maintain a log of those who have a key (**Key Control Log**).

Typical distribution of keys is as follows:

Exterior Door Keys:

- All Church Staff and Playschool Director
- Trustees members and Committee Chairs
- Other members of the congregation as approved by the Trustees, including but not limited to small group facilitators, Sonshine Room and community garden workers, UMW/UMM coordinators, etc.
- Groups that need regular access to church, such as Scouts, Florist, Speech/Tutoring Teachers, etc.

Interior Church Keys:

- Keys to the church office will be issued to the Church Staff, members of the Board of Trustees and others (ushers, finance committee members, for example) who need regular access to the church to conduct the business of the church (i.e., printing/copying documents, counting and recording the offering, etc.).
- All other keys (classrooms, closets, etc.) will be issued as needed with approval from Trustees.

Electronic Key Codes:

- Key codes will be issued to those who only need access for limited use of the church, such as those who use the church for a wedding or to clean the church.
- External parties/outside groups including, but not limited to Jazzercise, Girl/Boy Scouts, etc.

Procedure to Obtain a Church Key

When an approved individual needs a key to the church, he/she must utilize the following procedures:

1. Stop by the church office during normal business hours (8:00am-4:00pm, Monday-Friday, holidays excluded). It may be advisable to call and verify the key(s) needed are available for pickup. Keys are only distributed during regular office hours unless prior arrangements are made with the Administrative Assistant or Trustees.
2. Read the SPUMC **Church Key Policy**.
3. If you agree to everything included in the Key Policy, complete and sign a **Church Key Request** form.
4. Receive the key(s) from the church's Administrative Assistant.
5. Return the key(s) by the agreed upon date.

Return of Church Key

Keys must be returned to the church office on the agreed upon date or if any of the following occur:

1. The key holder is no longer a member of the church or community served by the church
2. The holder is no longer in the position for which the key was issued.
3. The return of the key is requested by the Pastor or Chairperson of Trustees, whether directly or via the church's Administrative Assistant.

The return of all keys will be noted in the **Key Control Log**.

For purposes of this policy and to provide better control of the keys, if a key holder changes positions, an annotation will be made in the **Key Control Log** indicating the change in reason the person has been issued a key.

Responsibilities of Key Holders

The security of the church and its property is an important matter and the use of church keys is a responsibility. Violating the trust placed in those who receive a key could result in loss to the church and/or to individuals or groups within the church.

With this in mind, by signing the **Church Key Request** form, key holders must agree that:

1. No meetings, practices, or events will be held in the church facilities without first gaining approval through the church office.
2. Keys may not, under any circumstances, be duplicated.
3. Keys may not be loaned to another person.
4. No tables, equipment, chairs, etc., may be taken or borrowed from the church without prior approval through the church office.
5. If a key is lost or stolen, it should be reported to the church office. A new key will be issued and recorded in the key log. If the lost/stolen key is recovered, the old key will be kept by the individual and the new key turned back into the office.
6. Keys should not be marked, tagged or identified in a way that would disclose the use of the key to others in the event that they are lost or stolen.
7. When a key holder accesses the church with their key, they are responsible for the guests or children that accompany them and take full responsibility for their actions. The key holder will be responsible for restoring, cleaning and locking any room that was accessed or used.
8. Upon leaving the church facilities, the key holder must ensure that all doors are locked and secure. If the temperature in any room was adjusted, it must be turned back to the original temperature.

An Important Thing To Remember...

It should be understood that receiving a key is not an assessment of value, but of need. Therefore, when your need for a key has been determined to no longer exist, please do not interpret the request to return the key as a diminishment of value.

Date Approved: 6-18-13