

Soapstone United Methodist Church Security and Church Key Policy

INTRODUCTION

Soapstone United Methodist Church (also referred to as “Soapstone UMC”) 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 properly 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 to control the distribution of keys to the facility has been developed.

This policy consists of four 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 Soapstone UMC. **Section III** consists of the procedure by which members may obtain keys. **Section IV** outlines the procedure for issuing keys to contractors and other external parties that will require entry to provide services essential to maintenance or repair of the facility.

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

One member of the Board of Trustees shall be responsible for building security. This Trustee will manage church keys. Keys will be issued at the sole discretion of the Board of Trustees. All keys must be returned to the Trustees by any person who has ended their term of office in the work area for which they were assigned keys. Staff/employees must return all keys at the end of their employment.

Typical Distribution of Keys is as follows:

Master Keys:

- Trustee chair (or Trustee responsible for Security)
- Pastor
- Church Secretary
- Preschool Director

Office Keys:

- Church Staff: Pastor and Preschool Director will have individual office keys.

Classroom and Closet Keys: as needed by church and preschool staff, with duplicates located in Trustees lockbox.

Exterior Door Magnetic Key fobs:

- Board of Trustees
- Church Staff
- Church Committee Chairs
- Other members of the congregation as approved by Trustees, including but not limited to small group facilitators, preschool staff, and music ministry leaders.
- External parties/outside groups including but not limited to Scout Leaders and AA leaders. These key fobs shall be programmed to only allow access for the specific meeting times of these groups.

Church Secretary may issue temporary Magnetic Key fobs to the following individuals without Trustee approval. These key fobs will be for a 2 week or shorter period and may be restricted to specific times/days:

- Soapstone members over 21 years of age with a need for temporary access to the building.
- Contractors and other service providers.

SECTION II: Policies Governing Keys Issued to Soapstone Members

Policies governing the use of keys by Soapstone UMC 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. For the purpose of this policy, magnetic key fobs issued are also identified as "keys."

Loss of keys loaned to Soapstone members exposes the church to considerable financial and security risk with a 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 Soapstone members is as follows:

1. Keys may be requested from any authorized individual as identified in Section I.
2. Keys will only be loaned to members when the proposed use of the facility is consistent with the church's Facilities Use Policy.
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 key fobs 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 prior to obtaining the key. The Church Secretary (or alternate) shall note the member's name, address, phone number, key fob identification, date of issue, and return due date on Church Key Request Forms and keep on file, as well as a Key Control Log.

6. All members to whom a key is loaned will be given a copy of this policy. All persons (members and staff) will be required to fill out a Church Key Request. Signing of the Church Key Request implies understanding of this policy.

7. It is understood that loaned keys MUST be returned to the church office by the specified date and in person. Keys must not be mailed or left in the church office. The Church Secretary 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. Report lost or stolen keys immediately 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. DOORS ARE NEVER TO BE LEFT PROPPED OPEN.

11. Persons to whom keys are issued are responsible for replacement of lost or broken keys.

12. The Trustees reserve the right to request the return of any loaned key at any time.

SECTION III: Procedure for Soapstone 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 (8:30am-4:30pm, Mon-Fri, excluding holidays). It may be advisable to verify that the keys desired are available for pickup.
- Read the policy governing issuing of keys to Soapstone members (Section II).
- Complete and sign a Church Key Request form.
- Receive the key(s) from Church Secretary or Administrative Assistant.
- Return the key(s) by the required date. Key fobs will have a preset deactivation date. Failure to return a key fob could result in a \$10 replacement fee.

Keys will only be available for pickup during regular business hours, unless prior arrangements are made with the Church Secretary 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 that 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 keys lost or not returned. This document must be signed by an appropriate officer of the company, if applicable. Loss of keys may require re-keying at the church's discretion and cost thousands of dollars.

The policy for use of keys by contractors and other external parties is as follows:

- The authorized representative or third party 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 individual identifying numbers and will be preset to limit access to specified dates and times.
- It is understood that keys will not be duplicated, loaned, or made available to others.
- Report lost 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 left propped open.
- Broken keys must be returned to the church office before a replacement is issued.
- Should a contractor's relationship with Soapstone 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.

Approved/Revised 3/12/2013 by Church Council