

# EMMANUEL LUTHERAN CHURCH

## THE PROPERTY COMMITTEE

**Approved By The  
Congregation Council  
December 8, 2020**

### KEY & ACCESS CONTROL OF CHURCH FACILITIES

**Policy Statement:** It is the policy of Emmanuel Lutheran Church to provide keys on loan to its staff to enable them to carry out their duties and to members of the congregation to enable them to carry out their voluntary duties. Other keys are made available on loan under supervision to non Emmanuel Lutheran Church's personnel requiring access to parts of the Emmanuel Lutheran Church's facilities. All keys, locks and codes are to be managed in such a way as to protect the security of the Emmanuel Lutheran Church's buildings, assets and individuals.

**Background:** The church's buildings and facilities currently have a wide range of locks fitted, from padlocks and latch and mortise locks. This necessitates a large number of keys being in circulation. This key management policy is to be implemented immediately upon approval by the Congregation Council. This policy is intended to reduce unauthorized access to sensitive areas, and lessen the likelihood of theft or vandalism.

#### **Terms and Definitions:**

The Church Secretary and Pastor are the persons responsible for the overall management of locks and keys for the church. This key management policy is to be reviewed by the Property Committee from time to time to ensure that it remains effective and current.

The Church Secretary and Pastor are responsible for defining, implementing and monitoring a system for managing and recording the storing, holding, loan and return of keys.

A "Key Holder" is an individual who has been authorized temporary loan of a church key or keys in order to carry out specific tasks or duties and has signed for each loan. Key Holders must return loaned keys on cessation of their specific task or duties. Key Holders may be members of church staff or congregation.

A "Key Users" are those persons who, through the nature of their tasks, need access to "Common Keys" kept for those purposes within the church buildings. Key Users agree to return those keys to their normal storage positions after each use. Key Users should not routinely remove "Common Keys" from church buildings. An individual may be both a Key Holder and a Key User.

## **PAGE 2 KEY & ACCESS CONROL OF CHURCH FACILITIES**

### **Rules for Key Holders and Key Users**

Key Holders and Key Users should not routinely have church keys in their possession which they do not need for their immediate duties. The only keys that should be taken home or away from the premises are those keys loaned to them that are needed to gain access to a church building or facility.

Prior to loaning a key to a Key Holder or Key User, she/he must agree not to compromise the security of any area or building and further agrees to secure each door upon leaving an area unattended. It is every individual's responsibility to ensure that keys in their possession giving access to church buildings, locations and facilities are kept secure at all times. Receipt of a church key on loan carries these responsibilities.

### **The following are examples of violations of this key management policy and are prohibited:**

- a. Unauthorized loaning of keys to others not approved in advance by the Church Secretary or Pastor.
- b. Unauthorized duplication of keys not approved in advance by the Church Secretary or Pastor.
- c. Intentional removal of Common Keys off church premises or failing to return them to their correct storage locations.
- d. Unlocking doors to admit unsupervised persons into church buildings unless authorized to do so, in advance, by the Church Secretary or Pastor.

### **Contractors, Vendors and other Visitors**

Security arrangements must be made clear to outside contractors and other authorized visitors by the Church Secretary or Pastor initiating any such visit in all cases where the use of keys is necessary. The Church Secretary or Pastor initiating any such visit or loaning any key to a non Emmanuel Lutheran Church individual is responsible to ensure no breaches to the church's security occur as a result of these visits or key loans.

**The Congregation Council may eliminate, or revise/modify this Policy & Procedure at any time.**