

KEY POLICIES AND PROCEDURES

FIRST BAPTIST CHURCH CENTERVILLE

PURPOSE

- The Key Policies and Procedures are designed to help ensure the safety and security of our buildings, equipment, furnishings and most importantly, our staff, church members and guests.
- The Policies and Procedures were approved by the Church Council.

ASSIGNMENT

- Keys will be assigned based on need. The long-term key holder must have a daily or weekly need for a key. Keys will not be assigned for convenience.
- The Office Manager will get approval from the ministerial staff for long-term keys and will issue the keys.
- The Office Manager will be responsible for the tracking and return of all keys issued.
- The key holder must ensure that **all** doors in the building being used are locked and secured when leaving the facilities.
- If access is needed to a church building during office hours, the doors will be unlocked by a custodian or other staff member.
- The Office Manager will maintain a log of all keys issued and it will be reviewed annually.
- Keys may not be passed on to another person.
- Keys may not be duplicated.

SHORT-TERM

- If a key is not needed daily or weekly, one may be checked out from the church office for short-term use. A key must be requested by completing and submitting a *Key Request Form* either online or in the church office. Keys should be requested at least two days prior to the date needed.
- You will be notified when the key request has been approved and a time will be scheduled to pick up the key.
- Checked out keys must be returned within forty-eight hours following the specified event.
- Keys must be returned to the church office. Keys may be placed in the drop box in the front door of the office building after office hours.

LONG-TERM

- For long-term use, a key must be requested by completing and submitting a *Key Request Form* either online or in the church office.
- You will be notified when the key request has been approved and a time will be scheduled to pick up the key.
- Long-term keys must be returned when the need to possess them no longer exists, such as rotating off a church ministry position, ending employment as church staff, end of a long term event, etc.
- Keys must be returned to the church office.

LOST KEYS

- If a key is lost, it must be reported to the Office Manager immediately.