

Richland Lutheran Church

KEY/CODE HOLDER POLICY

As faithful stewards of God’s resources, we affirm that properly securing the building at Richland Lutheran Church is a shared obligation of the staff, ministry leaders/teams and any groups/organizations who use the facility on a regular or temporary basis. It is for this purpose that a policy to manage the distribution and return of keys to the facility has been developed.

This policy consists of three sections. **Section I** lists the names of those authorized to issue or loan keys/codes, as well as to whom keys/codes may be issued or loaned. **Section II** lists key/code holder policies and responsibilities which governs the use of keys by members, regular attenders, and external parties of Richland Lutheran Church. **Section III** consists of the procedures by which members, regular attenders and external parties may obtain keys/codes.

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.

KEY/CODE HOLDER AUTHORIZATION

Authorization does not mean keys/codes are automatically issued. Authorization notes those who are typically eligible to have keys/codes issued.

A. Those authorized to issue RLC keys/codes

- a. All keys/codes will be authorized by the Lead Pastor or Congregational President who meet the authorization criteria outlined below. All keys/codes will then be issued by the Ministry Assistant for Biblical Stewardship.

B. Those typically authorized to receive RLC keys/codes

- a. Exterior Master Key
 - i. Congregational Executive Committee members
 - ii. Church Staff
 - iii. Property Ministry Team lead
 - iv. GNMM lead
 - v. Janitorial service
- b. Exterior Key Code
 - i. All of the above, as needed
 - ii. Food Pantry volunteers
 - iii. GNMM/RLC Media Ministry members
 - iv. Ministry Team Leads
 - v. Congregational Council members
 - vi. Other members of the congregation requiring access to facilities when the office is closed as approved by the Lead Pastor or Congregational President, including but not limited to small group facilitators, and music ministry leaders.

Richland Lutheran Church

KEY/CODE HOLDER POLICY

- vii. External parties/outside groups including but not limited to Scout Leaders and AA leaders. These key codes shall be programmed to only allow access for the specific meeting times of these groups.

- c. Interior Master Key
 - i. Congregational Executive Committee members
 - ii. Church Staff
 - iii. Janitorial service
 - iv. Property Ministry Team lead
 - v. GNMM lead
 - vi. Food Pantry volunteers
 - vii. Ministry Team Leads
 - viii. Congregation Council members
 - ix. Other members of the congregation requiring access to facilities when the office is closed as approved by the Lead Pastor or Congregational President, including but not limited to small group facilitators, and music ministry leaders.

- d. Staff Office key
 - i. Church Staff
 - ii. Congregational President
 - iii. Congregational Executive Committee
 - iv. Janitorial service

- e. Room specific keys
 - i. Keys will be distributed according to needed usage.
 - ii. External parties/outside groups including but not limited to Scout Leaders and AA leaders.

KEY/CODE HOLDER POLICIES AND RESPONSIBILITIES

A. Policies and Responsibilities

- a. Keys/codes may be requested from any authorized individual as identified in Section I, KEY/CODE HOLDER AUTHORIZATION who is 21 years of age or older.
- b. Keys/codes will only be issued when the proposed use of the facility is consistent with the church's Facilities Use Policy.
- c. Key codes will typically be issued for one year but could be subject to change anytime if necessary. The key code holder may be issued another key code without going through the authorization process and filling out another Key Code Request and Agreement Form if authorization eligibility has not changed.
- d. 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.

Richland Lutheran Church

KEY/CODE HOLDER POLICY

- e. All keys will have an identifying number. A record shall be kept of which key is assigned to which individual.
- f. The member to whom the key/code is issued must verify his or her address and phone number on a Request and Agreement Form prior to obtaining the key. The Ministry Assistant for Biblical Stewardship (or alternate) shall note the member's name, address, phone number, key number date of issue, and return due date on form, as well as a Key Control Log.
- g. All persons to whom a key/code is issued will be given a copy of this policy. All persons will be required to fill out a Request and Agreement Form. Signing of the form implies understanding of this policy.
- h. It is understood that issued 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 Ministry Assistant for Biblical Stewardship or other authorized individual will acknowledge the key's return and note such on the Key Control Log.
- i. It is understood that keys/codes will not be duplicated, loaned, or made available to others.
- j. Report lost or stolen keys immediately to the church office.
- k. The holder of a key/code to the facility assumes the responsibility for the safekeeping of the key/code and its use. WHEN LEAVING THE BUILDING, ALL DOORS AND WINDOWS MUST BE SECURED. DOORS ARE NEVER TO BE LEFT PROPPED OPEN.
- l. Persons to whom keys are issued are responsible for replacement of lost or broken keys.
- m. RLC reserves the right to request the return of any loaned key at any time.

B. Key/Code Holder Request and Agreement Form

- a. All key/code holders must fill out and sign the Key/Code Holder Request and Agreement Form attached.

KEY/CODE HOLDER PROCUREMENT PROCEDURES

A. Establishing Designated Accounts

- a. Read, understand and agree to the RLC Key/Code Holder Policy
- b. Complete and sign a Key/Code Holder Request and Agreement Form (see attached).
- c. Receive authorization from the Lead Pastor or Congregational President in compliance with the criteria above.
- d. Make arrangements with the Ministry Assistant for Biblical Stewardship to pick up key/code during regular office hours.