

First United Methodist Church of Pine Mountain

Policy for the Use, Distribution and Collection of Keys

The *Book of Discipline of the United Methodist Church (2004)* paragraph 2532 assigns the Board of Trustees responsibility for supervision, oversight, and care of all real property owned by the local church and of all property and equipment acquired directly by the local church or by certain organizations connected to the local church. One aspect of that responsibility is to balance convenience with physical security of our building and contents.

Policy

Keys are metal stamped with a unique number that identifies each key and correlates that key to the key holder. Each key is marked "DO NOT COPY" or with words to that effect. Keys will not be marked or tagged to identify the building or doors the key can unlock.

The Trustees will determine who may be issued keys to the church and if more keys need to be made.

Certain individuals will be permanent key holders by virtue of the position held or service provided. Permanent keys may be issued only to the following individuals and which set of keys.

Position	Annex	Family Life Center	Christian Education Center
1.Pastor	X	X	X
2.A Chairman/Trustees	X	X	X
2.B. Co-Chair/Trustees	X	X	X
2.C. Routine Main/Trustees	X	X	X
2.D. Public Agency Liaison	X	X	X
3.Minister of Music	X	X	X
4.Custodian	X	X	X
5.Accounting Secretary	X		
6.Children's Ministry Director	X	X	X
7.Lay Leader	X	X	X
8.Financial Secretaries (2 sets)	X X		X X
9.Youth Director	X	X	X
10.Wednesday Night Supper Chairperson		X	
11.Cub Scouts Leader (2 sets)		X X	
12.Nursery Chairperson		X	X
13.Altar Guild Chairperson	X	X	X
14.Reach Team Chairperson		X	
15.SPRC Chair	X		X
16. Sew Blessed Quilt.			X

First United Methodist Church of Pine Mountain
Policy for the Use, Distribution and Collection of Keys

17. UMW Chair		X	
18. Noah's Ark Director	X	X	X
19. Noah's Ark Teacher			X
20. Noah's Ark Teacher			X
21. Florist			X
22. L1027 Director			X

In all cases, keys issued on a permanent basis must be returned to the church office upon termination of employment or expiration of term of service.

Policy Governing Keys Issued to church members

Policies governing the use of keys by First United Methodist Church members are intended to balance ease of building access with adequate security considerations. Borrowing of keys is a privilege available to all members and brings with it great responsibility. Failure to adhere to this policy or to exercise appropriate precautionary measures relative to care of the facilities when in private use may lead to revocation of this privilege at the discretion of the Trustees. Loss of keys loaned to First United Methodist Church members exposes the church to considerable financial and security risk with 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 the use of keys by members is as follows:

1. Keys may be requested from the church pastor or the church secretary for check out basis. No one under the age of 21 may checkout keys to any of church facilities.
2. Keys will only be loaned to members when the proposed use of the facility is consistent with the church's Facilities Use Policy and members are required to follow the Safe Sanctuary Policy.
3. The requestor or spouse must obtain and return the keys in person at the church office.
4. Individuals requesting use of keys will need to read and fill out the key receipt form. The church secretary will maintain a record identifying the person to whom all keys are issued and the particulars of the authorization, issue, and return of the key on the Key Control Log. The office will record extensions of expiration dates and will notify key holders who must return keys. The office will notify the Board of Trustees of any keys reported lost or missing and of any key holder who has not returned a key when required to do so.
5. It is understood that loaned keys **MUST** be returned to the church office within **24 hours** if weekday use and within **72 hours** if weekend use unless arrangements have been made with the Trustee Chairperson. Keys must be returned in person; no keys should be mailed or just left in the church office. The church secretary or pastor will acknowledge the key's return and note such on the Key Control log.

First United Methodist Church of Pine Mountain
Policy for the Use, Distribution and Collection of Keys

6. It is understood that keys will NOT be duplicated, loaned, kept beyond the time they are needed, or made available to others including family members.
7. Report lost or stolen keys immediately to the church office.
8. The holder of a key to the facility assumes the responsibility for the safekeeping of the keys and their use. WHEN LEAVING THE BUILDING, ALL DOORS AND WINDOWS MUST BE SECURED. DOORS ARE NEVER TO BE LEFT PROPPED OPEN.
9. Persons to whom keys are issued are responsible for replacement of lost or broken keys.
10. The Trustees reserve the right to request the return of any loaned key at any time.
11. There are 2 keys to the Family Life Center and 2 keys to the CEC that may be checked out from the church secretary.

Procedures for members to obtain keys

Members desiring to obtain keys must utilize the following procedure:

1. Call or stop by the church office during normal business hours. It may be advisable to verify that the keys desired are available for pickup.
2. Read the policy governing issuing of keys to First United Methodist Church of Pine Mountain.
3. Complete and sign a Church Key Request Form.
4. Receive the key(s) from Church Secretary or Pastor.
5. Return the key(s) by required date and time. Failure to return key could result in replacement fee and/or cost of re-keying all buildings.
6. Church secretary will need to check the church calendar to verify the space is available for use and the secretary will add event on the calendar.

Keys will only be available for pickup during regular business hours, unless prior arrangements are made with church secretary or Trustees.