

Trinity United Methodist Church

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 Board of Trustees will determine who may be issued keys to the church.

The Trustees will provide a list of Pastors and certain officers, employees, and volunteers to be issued keys by virtue of the position held or service provided. Other key authorizations will be considered individually. Trustees may authorize keys for leaders of groups using the facilities for meetings or other approved activities. Trustees may authorize the Church office discretion to issue a small number of keys for temporary, one-day use; if the office needs to issue a temporary key for longer than one day, the office will first gain approval of at least one Trustee.

The Trustees will review key authorizations annually within one month prior to annual conference and will inform the office of the results of the review.

The Church office will maintain a record identifying the person to whom each permanent or temporary key is issued and the particulars of the authorization, issue, and return of the key. 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.

Each key holder will sign the record showing the key holder understands the importance of safeguarding the key, of maintaining building security, and that the key holder must abide by the rules set forth. A key holder may lend a key to another member of his group, e. g. a vice chairperson sitting in for the chairperson, provided both understand they share responsibility for any loss or misuse. Key holders must report immediately any issued key lost or missing.

Each key holder will return the key if the authorization expires, if the reason for authorization no longer exists, or if the authorization has been rescinded. Key holders who fail to return a key when required may be charged costs of re-keying all locks and replacing all keys.