

LONE OAK UNITED METHODIST CHURCH CHURCH BUILDING KEYS POLICY

Created December 2016

Rev. 9/10/16

12/8/16

4/7/24

1. The Church Council determines which members of the congregation may permanently hold keys to the church building. In the interest of personal safety and the appropriate use of our facility, it is recommended that the number of permanent key holders be limited to the:

- pastor GM
- church secretary GM
- custodian GM
- church council chair GM
- children's director A
- youth director A
- communication director A
- choir director A
- church accountant A
- church organist A
- church bell choir director A
- Sunday school superintendent A
- head usher AA
- hospitality team leader AA
- mission team leader AA
- scout master & assistant scout master AA
- West Kentucky family services A
- keenager AA
- church desk AA

GM - grand master opens all doors

A - opens all doors except pastor

AA - opens only outside doors

2. Any member or non-member needing a key for an approved event may request a key from the church office. These keys are to be signed out by the church secretary, pastor, or Trustees chairperson, and must be returned not more than one week after the event for which they are used.
3. Duplicates of keys, should they be needed, may only be made by persons granted permission by the Church Council.

4. The church uses the Primus key system which is through Commercial Door which maintains a list of persons who can have keys made plus records of all keys made. Only those names on the list along with a card issued to them will be allowed to have keys made. Currently the pastor and Building Maintenance Team Leader are on the list. Keys are identified by letters and/or numbers as to which doors are accessible.
5. A list of everyone who has key(s) is maintained by the Building and Maintenance Team Leader.
6. Persons vacating positions for which keys are held shall surrender their keys in a timely manner to the Building and Maintenance Team Leader. The Building and Maintenance Team Leader has the authority to ask that person to surrender their key.
7. Any questions about permissibility of key distribution shall be addressed by the Church Council.
8. The garage key: It is recommended that the number of permanent key holders be limited to the following:
 - Building and Maintenance Team Leader
 - Pastor
 - Church desk
9. The bus key: It is recommended that the number of permanent key holders be limited to the following:
 - Building and Maintenance Team Leader
 - Church desk
10. The tractor key: It is recommended that the key be kept in the garage in a safe location.

