

# Mandarin UMC Key Policy

*April 2022*

Mandarin United Methodist Church (also known as MUMC) has been blessed with facilities built to be used for God's honor and glory. Coincident with the privilege of using the church buildings to accomplish the Lord's work is the obligation to ensure that the buildings are properly secure and safe at all times. As stewards of God's resources, this is the responsibility of all of us. It is for this purpose that a policy to control the distribution of facility keys has been established.

The Board of Trustees (BOT) is responsible for establishing and maintaining this policy. The administration of the policy is the responsibility of the Pastors, the BOT, and Staff Parish Relations (SPR). Any matters not explicitly or implicitly covered herein will be decided by these persons using their best judgment. The BOT may review this policy and make any adjustments or changes to the policy whenever they deem it reasonable or necessary.

Loss of keys loaned to MUMC staff/members exposes the church to considerable security and financial risk, with a potential value in the thousands of dollars. Borrowers of keys must exercise great care to ensure that the keys issued to them are in their control at all times.

Borrowing of keys is a privilege available to staff/members 21 years of age or older and obliges the keyholder to great responsibility. Failure to adhere to this policy or to exercise appropriate care relative to the security of the facility may lead to revocation of this privilege at the discretion of the BOT.

## **KEY ISSUANCE:**

All Full Time Key Holders must successfully complete a Background Check. Ministers, Property Team and Staff/Leaders directly involved with children will require Level 2 Background Checks. Keys are individually numbered and will be issued to an individual person, not a group. Key issuance will be as follows:

- Master Key – Pastors and Property Team – Opens all locks except Finance areas
- Staff – Full Time Staff and Office Holders – Opens offices, meeting rooms, and common areas
- Learning Ladders, Children/Nursery, and Youth – Ministry Heads – Opens only the specific areas related to the ministry. If a ministry intern needs a key for a short time, a staff person must authorize and the person must complete a “Key Check-Out Form”.
- Finance – Finance Administrator – Opens financial records office/storage areas
- Choir/Sanctuary and Worship Center – Music and Technical Staff – Opens only the specific areas related to the ministry.
- Wesley Hall – Staff Key Holders – Opens only specific areas in this building. The “Wesley Hall Keys” will be check out only.
- Gym (Barn/Pump House/Outdoor Bathrooms) – Rec. Ministry and Parking Ministry Reps – Opens only the specific areas noted in key type description. These keys will be issued for a one-year term with a signed agreement and a return required at the end of the year. Interns can check out these keys with staff authorization.

## **KEY LOG:**

The MUMC Administrative Assistant will maintain a Key Log in the Church Office. This Key Log shall include all information necessary to maintain and track all keys issued. An additional log will be maintained to record and track all keys issued on a temporary basis.

### **POLICY/PROCEDURE FOR KEY ISSUANCE TO FULL TIME KEY HOLDERS:**

1. Keyholders must have a Background Check. Ministers, Property Team and Staff/Leaders directly involved with children will require Level 2 Background Checks.
2. Failure to follow the Key Policy may lead to the revocation of key privileges
3. Keys will be issued to Staff/Office Holders by the MUMC Administrative Assistant
4. Key Holder will record required information on the Key Check Out form and sign/date the form, Admin Asst will record the information on the Key Log
5. A copy of the Mandarin UMC Key Policy will be given to each Key Holder
6. The Key Holder assumes the responsibility for the safekeeping of the key and its use. This includes securing rooms/buildings when leaving the area.
7. It is understood that keys will NOT be duplicated, loaned, or made available to others including family members under the age of 21
8. Lost or stolen keys must be reported immediately to the Church Office or Property Manager
9. Upon termination of Key Holder relationship with MUMC, key(s) shall immediately be returned to the Church Office during normal office hours so that key(s) return information is recorded in the Key Log and on their original Key Check Out Form.
10. The BOT reserves the right to request the return of any loaned key at any time.

### **POLICY/PROCEDURE FOR KEY ISSUANCE TO SHORT TERM KEY HOLDERS:**

1. Interns must have a Background Check.
2. Outside Cleaning Staff must present Company ID to receive a key for the duration of each separate occurrence.
3. MUMC Facility Requests will result in key issuance only if the event is outside of normal Sexton hours. Key Issuance time must be scheduled in advance by the Administrative Assistant. This will have a 2-day maximum time limit for keys to be held by Special Event representative.
4. Failure to follow the Key Policy may lead to the revocation of key privileges
5. A copy of the Mandarin UMC Key Policy will be given to each Key Holder (except Outside Cleaning Staff in which case the Company contact will have the policy copy)
6. The Key Holder assumes the responsibility for the safekeeping of the key and its use. This includes securing rooms/buildings when leaving the area.
7. It is understood that keys will NOT be duplicated, loaned, or made available to others including family members under the age of 21
8. Lost or stolen keys must be reported immediately to the Church Office or Property Manager
9. Short Term keys MUST be returned to the church office in person by the specified date. Keys must not be mailed or left in the church office. The Administrative Assistant will acknowledge that they key has been returned and note such on the Key Log.