



## REVISION HISTORY

New document adopted 03/13/13.

## BACKGROUND/PURPOSE

Most keyholders have been UUCWC members, mainly committee chairs and other leaders, who needed to open the building after church-office hours. The Office Administrator keeps records of key issuance and attempts to retrieve keys when the member's need for access has ended. Many keys are never returned, and there has not been an initiative to do so in the past. Currently, of the 135 keys purchased at the last key change, 40 are lost or otherwise unrecoverable. The Safe Congregations Task Force has identified this situation as a security risk and recommends that the building's locks be re-keyed. The purpose of this policy is to clarify responsibility for key management; facilitate more limited issuance of keys; support the development of standard hours when the church building is officially open with a staff member or trained volunteer present; and encourage a key protocol likely to result in the return of a key when the keyholder no longer needs it.

## POLICY

1. This Policy takes effect beginning when the church's locks are re-keyed.
2. The Office Administrator has responsibility and authority for management of keys and monitoring their issuance and return. The Office Administrator is accountable to the Minister, who is accountable to the Board.
3. The Office Administrator, with the advice and consent of the Minister, has the responsibility and authority to prepare a written Procedure establishing the protocol for issuance and return of keys. The Procedure may impose a non-return or lost-key fee of up to \$50, and may specify instances in which a deposit is required in advance of key issuance.
4. A staff member is to be issued a key unless it is clear there is no need for it. To ensure the safety and security of people and property, a key may be issued to a UUCWC member only if that member has a specific need for access to the building outside normal church hours. Chairing a committee, being a member of the Board, or leading a team or group does not automatically entitle a person to be a keyholder.
5. The Office Administrator and Sexton are required to work together to recruit and train volunteers to open and close the building with appropriate security precautions. The Office Administrator may establish standard hours when the church building is officially open with a staff member or trained volunteer present.
6. A key may be issued short-term at the discretion of the Office Administrator for a special purpose (for example, to facilitate entry by a repair contractor or an outside renter).
7. Once this policy goes into effect, there will no longer be a general-access keybox that can be opened with a combination to retrieve a key kept inside. The Office Administrator may make a key available for retrieval and use by emergency services.

## GUIDELINES

This Policy anticipates that keys will be issued on a more limited basis than in the past.