

[CHURCH NAME]
POLICIES AND PROCEDURES

CHURCH KEYS

PURPOSE

To provide a set of guidelines for the upkeep of the church keys.

GUIDELINES

The keys to [Church Name] will be provided to those persons who require them for successful fulfillment of their ministry (ies) and to ongoing renters of the building(s) upon approval of the Pastor or designee.

OVERSIGHT RESPONSIBILITY

It is the Clerk's responsibility to provide the church keys and properly train key holders regarding appropriate security procedures.

KEY HOLDERS

It is imperative that key holders **DO NOT** duplicate keys unless authorized by the Clerk. If another set of keys is needed, the Clerk should be contacted. The Clerk will maintain a list of all key holders. Keys are to be returned to the clerk if/when the key holders have no ministry/program or rental-related need for them or upon request.

SIGNATURES

Employee/Volunteer

Date

Senior Pastor

Date

Date Revised: _____