



Policy and Procedures for Issuing Keys to Church Buildings and Offices

In September, 2008, UUMAN changed locks and rekeyed its buildings and offices. The UUMAN Board reviewed the recommendations of the Program Council regarding issuance of keys and established the following policy and procedures for issuing keys:

- Keys to a building or office should be made available to any who need regular access or access for specific occasions. Approval for key possession rests with the Safety and Security Committee chair.
- Keys to the church office will be issued to Church staff (Minister, MCY director, Choir/Music Director and office administrator and bookkeeper), members of the Board of Trustees and others (ushers, finance committee members, for example) who need regular access to the church office to conduct the business of the church (i.e., printing/copying and collating church documents, counting and recording the offering, etc) and the nursery staff due to the fact that the office is their primary escape route in case of fire.
- The office administrator will distribute the keys, as authorized by the Safety and Security Committee chair, and maintain a log of everyone who has a key.
- Persons who are issued keys (key holders) are responsible for the cost of replacing lost keys and must sign the key log at the beginning of each church year or return their keys if they no longer need access.

Policy recommended by: The Program Council	Date: September 2, 2010
Approved by: the Board of Trustees 2010	Date: September 12,
Signature: _____	Title: <u>President</u>

- An annual evaluation of key-holding needs and the policy and procedures governing the issuance of keys will take place at the end of every church year.