

Church Key - Sample Policy

Purpose: This policy outlines the guidelines and procedures for the issuance, use, and management of keys for [Church Name], hereinafter referred to as "the Church." The policy aims to ensure the security of the Church premises, equipment, and resources while facilitating efficient access for authorized individuals.

Issuing Keys: Only authorized individuals such as staff & volunteers shall be issued Church key. Key requests must be submitted in writing to the Church's administration. All requests for new keys must include a valid reason for access and be approved before receiving an issued key. Keys will be issued only to individuals who have completed any required training and have signed an agreement to comply with this policy.

Key Usage: Keys are strictly for the individual's assigned responsibilities within the Church premises. Unauthorized duplication, sharing, or transfer of keys is strictly prohibited and may result in disciplinary action and/or loss of privileges. Keys shall not be loaned to individuals under any circumstances. Lost or stolen keys must be reported immediately to the Church.

Key Return: Upon termination of employment or volunteer service, individuals must return all issued keys to the Church. Keys must be returned promptly at the end of an individual's assignment or when they are no longer needed.

Maintenance and Security: Keys are the property of the Church and shall not be duplicated, altered, modified, or tampered with in any way. The Church administration shall maintain a record of key assignments and access permissions. Any security breaches, including lost or stolen keys, must be reported immediately to the Church administration.

Key Replacement: Lost, stolen, or damaged keys will be replaced at the expense of the individual to whom they were issued. Replacement keys will only be issued after a thorough review of the circumstances surrounding the loss or damage.

Amendments and Violations: This policy may be updated or modified by the Church administration as needed. Violation of this policy, including unauthorized access or misuse of keys, may result in disciplinary action, up to and including revocation of access privileges.

Acknowledgment: All individuals issued keys are required to read and acknowledge their understanding and compliance with this policy by signing a copy of this policy or an associated agreement form.

This policy is designed to ensure the security and controlled access of Church premises. Failure to comply with these guidelines may result in the loss of key or key fob privileges and other appropriate actions.

I will abide by the above guidelines regarding the use of the issued Church keys.

Signature

Date