



# Pilgrim Rest Baptist Church

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## Key Policy

Pilgrim Rest Baptist Church (also referred to as PRBC) is blessed with facilities built to be used for God's honor and glory. Coincident with the privilege of using the church building to accomplish the Lord's work is the obligation to ensure that it is always correctly secure. As stewards of God's resources, this is the responsibility of us all. For this purpose, this key policy is designed to regulate the number of keys in circulation and assign keys based on need and security.

### Applicability and Eligibility

This key policy and procedure apply to all persons, including church staff, church leadership, volunteers, contractors, and guests. Persons eligible for keys, cards, and alarm codes must be over 18 years old and a member of our church staff, ministry leadership, maintenance staff, or someone with demonstrated need as approved by the Trustees.

### Assignment

Keys are assigned based on need, not convenience. Those given an entry card and alarm code must have a permanent daily or weekly need to access the building and properties therein. The typical distribution of keys is as follows:

#### Master Keys:

- Trustees
- Senior Pastor
- Administrative staff
- Maintenance staff/contractors
- Other members of the congregation as approved by Trustees

#### Classroom and Storage Room Keys:

- Ministry Leaders as needed based on ministry.
- Other members of the congregation as approved by Trustees

#### Office Keys:

- Ministry Leaders as needed based on ministry.
- Other members of the congregation as approved by Trustees

#### Exterior Door RFID cards and alarm codes:

- Trustees
- Senior Pastor
- Administrative staff
- Maintenance staff/contractors
- Designated Ministry Leaders
- Other members of the congregation as approved by Trustees

#### Garage and Vehicle Keys

- Transportation Ministry and those pre-approved and on the driver eligibility list as maintained by the Transportation Ministry
- Other members of the congregation as approved by Trustees

### Key Log and Inventory

The Key Administrator and Trustees maintain a detailed listing of keys, cards, and codes (key log). This key log shall include information necessary to maintain and track all keys, cards, and alarm codes issued to authorized/eligible individuals. This log will be reviewed annually by the Key Administrator or Trustees.



# Handling of Keys

## **Security and Responsibility**

Anyone with access to the church campus and property assumes responsibility for the safekeeping of their keys, usage, and the security of church property. Individuals granted access privileges will undergo training with the Key Administrator before assuming physical possession of keys and cards. All doors and windows must be secured and locked where appropriate before arming the church's alarm system when leaving the building. \*See opening/closing procedures.

## **Security Code/Entry cards**

Keys, cards, and alarm codes are only for the use of the person to whom they are registered. Do not share either of these items. Violators will have their access privileges revoked for no less than one (1) month, to be determined by our Trustee Chair. Lost or damaged cards must be reported directly to the Key Administrator immediately. All key cards have an identifying number.

## **Duplicate Keys**

Do not make copies of any church keys. Only Trustees or the Key Administrator have the authority to make duplicate keys. Any requests for duplicate keys must be submitted in writing using the Key Request Form and are subject to approval.

## **Return of Keys**

Return keys/cards to the Key Administrator upon receiving notification or when the need to possess them no longer exists, such as vacating a leadership position or ending employment as church staff. Do not transfer any key, entry card, or alarm code from one person to another.

## **Lost Keys/cards**

Loss of keys, cards, and alarm codes exposes the church to considerable financial and security risk with a potential value in the thousands of dollars. Stewards of keys must exercise great care to ensure that keys are always in their control. Repeat violators of this policy could be subject to a \$60 replacement fee per key/card, permanent revocation of key/access privileges, or both. Lost keys must be reported to the Church Office or Key Administrator immediately.

## **Short-Term Key Loan**

Borrowable keys are available through the church office for short-term/one-time use with pre-approved and valid reasoning. Checked-out keys must be returned on the last day of the need as indicated on the Key Request Form before the office closes. If the borrower is not a ministry leader, they must leave either car keys or ID as a "deposit."



# Procedure for Obtaining Keys

Those desiring to obtain keys must utilize the following procedure:

1. Contact the church office to verify if the desired key(s) are available and receive the Key Policy and forms.
2. Return a completed and signed Church Key Request form.
3. If approved, the requestor and ministry leader is notified. An appointment for pickup is scheduled.
4. After training is complete, the Key Receipt Form is signed.

Keys will only be available for pickup as scheduled, during regular office hours, unless prior arrangements are made with the Key Administrator or Trustees.

Upon end-of-use, the key holder will hand delivery key(s) by the required date (where applicable) to either the Trustees or the Key Administrator only.

1. Written confirmation that all keys are accounted for to be signed by Key administrator.
2. Key cards and alarm codes will be deactivated on the return date or contract/employment termination date regardless of keys being received (where applicable).
3. Failure to return key(s) and cards could result in a \$60 replacement fee per key/card.

## **Long-Term Key Assignment**

For long-term use, submit a request by filling out the Key Request Form. Trustees will supply final approval.

Those serving in any youth ministry must additionally have an approved background check on file or wait until an approved background check is received. Those serving in the Multimedia Ministry must obtain initial approval from the Multimedia Ministry Leader. The Trustees will make the final determination to accept or reject the request.

## **Keys Issued to Contractors and Other External Parties**

Because lost keys may require re-keying at the church's discretion and cost thousands of dollars, before issuing keys to a contractor or other external party, their authorized representative must:

- Complete and sign a Key Receipt Form.
- Provide signed documentation on company letterhead stating that the company will assume financial responsibility for restoring security due to lost or unreturned keys (re-keying/changing locks).
- Have all to whom the keys are assigned present picture identification and personally sign for all keys.

Key cards and alarm codes issued to contractors and third parties will have unique identifiers and may limit access to specified dates and times. Keys shall not be duplicated, loaned, or made available to others. Contractors must notify the church office when any person to whom keys are issued terminates employment.

Should a contractor's relationship with PRBC be terminated for any reason, they must return all keys to the church office. Final invoices are paid upon receipt of all keys/cards.