

**KEY POLICY
LAUREL STREET MENNONITE CHURCH**

1. Keys are given to church members as needed and approved by Leadership Team, for specific short-term or long-term responsibilities.
2. As required by our Safe Sanctuary Policy, no key holder will use his/her key to access church facilities with a child or children not his or her own (or of whom the key holder is not a legal guardian or foster parent of) at a time when there is no church-related activity being held in which the child and the key holder are involved.

This is intended to prevent a situation where an adult key holder is alone with a child in the facility. In the rare case an exception is to be made to this provision, a written note from the child's parent or legal guardian must be submitted to the church office and approved by the Pastor or Safe Sanctuary Coordinator prior to entry.

3. A key may be requested in the following manner:
 - a. A written request is given to Leadership Team, by way of church secretary, for approval or denial.
 - b. Authorized request is given to trustees for purchase of key.
 - c. The key and Key Receipt form (two copies) are processed / signed by church secretary and person requiring key. One copy stays on file & one copy is for key holder.
 - d. Record of keys held is maintained and updated by the church secretary, and a check of all keys and key holders is done annually.
 - e. When a key is returned, the key receipt form is completed, signed and filed.
4. The church administrative assistant shall be responsible for the following tasks:
 - a. Maintain files regarding key transactions, in both electronic and paper format
 - b. Ensure that keys are checked annually by physically seeing that they are in the possession of the assigned persons.
 - c. Purge files annually.

THERE SHALL BE NO UNAUTHORIZED COPYING OF KEYS.

Approved April 21, 2022