

First Congregational Unitarian Church of Harvard  
Policy and Procedure on the Distribution of Keys  
Date of Adoption, May 11, 2004

Statement of Purpose

The purpose of this policy is to define who may be issued keys to the church's buildings and who may authorize distribution of keys.

The Board adopts this policy with the intent of promoting the safety of the church's employees and the security of the church's buildings and their contents.

Key Distribution Policy and Procedure

I. **Keys for non-church events:** Keys are issued for use of the Church Buildings for non-church events by the Parish Assistant or the Building Use Coordinator or their designee in accordance with the Building Use Policy. They must be returned upon the expiration of the building use agreement.

II. **Keys for church business:** Keys are issued to Church Members and Church Staff by the Parish Assistant or the Building Use Coordinator or their designee for the purpose of Church business. The Director of Religious Education (DRE) also distributes keys to the Fellowship Building as necessary for the RE program.

A. Keys may be issued when requested by persons holding leadership or other positions in the Church according to the attached table. They must be returned when that person is no longer holding that position. A revised roster of people holding positions authorized for keys will be provided to the Parish Assistant by the Board each August and as changes occur during the church year.

B. The attached table of positions authorized to have keys may be amended periodically by the Board to guide the Parish Assistant, Building Use Coordinator, and the DRE in the distribution of keys.

C. Church members or friends who are not holding positions designated on the table may also be issued a key on a temporary basis for church business.

III. **Issuing keys:** The Parish Assistant, Building Use Coordinator, or the DRE must instruct recipients of keys about the proper use of keys, the transfer of keys, when and where to return keys, what to do if a key is lost, and the policy against duplication of keys. Whenever possible the key recipient must sign for the key in the church office. If necessary the Building Use Coordinator or the DRE may do so on their behalf.

IV. **Lost keys:** Lost keys must be reported to the Parish Assistant.

V. **Records of keys:** The Parish Assistant will maintain a record in the church office of the people currently holding keys issued by the Parish Assistant, the DRE, or the Building Use Coordinator and when the key should be returned. (NOTE: It is the Board's intention to have all keys in circulation numbered in sequence to facilitate the maintenance of an inventory of keys. This will be accomplished over time as keys are turned in or replaced.)

VI. **Transfer of keys:** Committee Chairs may share their key with other members of their committee. In no other case may keys be transferred to another person by the recipient.

VII. **Returning keys:** Keys issued by the Parish Assistant or the Building Use Coordinator must be returned to the Church Office directly to the Parish Assistant, the Building Use Coordinator, or their designee. Keys issued by the DRE must be returned to the DRE or his/her designee.

VIII. **Copying keys:** Keys may not be duplicated except as directed by the Board, Building Use Coordinator, the Parish Assistant, or the DRE. When duplicates are made they must be numbered in sequence with the existing inventory and the Parish Assistant must be notified. (NOTE: It is the intention of the Board to have all keys in circulation labeled "DO NOT DUPLICATE". This will be accomplished over time as keys are turned in or replaced).

IX. **Recovery of unreturned keys:** The Parish Assistant will contact each person who has not returned a key when expected in order to recover it or to resolve its status. If this is not successful the matter will be referred to the Building Use Coordinator in the case of non-church building use, or the Board President in the case of church members or staff.

**KEY DISTRIBUTION TABLE – to be amended over time as needed and attached to the Policy and Procedure on the Distribution of Keys.**

NOTE: An “X” for a committee implies that the Chair of the committee is authorized to request and receive the indicated key. The committee Chair may also transfer their key, or authorize distribution of additional key(s) to other member(s) of the committee as needed.

\* A key to the Church Building or the Fellowship Building currently implies a key to any one of several exterior doors in these buildings. The Board ultimately plans to have all exterior doors in each of these buildings keyed alike.

	Minister’s Study	Church Office	Church P.O. Box	*Church Building	Bargains in the Belfry (interior)	*Fellowship Building
Minister	X	X	X	X	X	X
DRE		X		X		X
For distribution by DRE for RE program needs, e.g. MSYG leaders, SHYG leaders, RE Chair, other key as needed for short term loan by DRE.						X – number needed for distribution to be determined by the DRE
RE Committee						X
MSYG leaders						X
SHYG leaders						X
Parish Assistant – including person providing summer administrative coverage	X	X	X	X	X	X
Building Use Coord		X		X		X
For distribution by Parish Assistant or Bld Use Coord for non-church events according to Blg Use Policy and to church members for church events				X – number needed for distribution to be determined by the Parish Assistant		X – number needed for distribution to be determined by the Parish Assistant
Organist		X		X		
Choir Master		X		X		
Sexton	X	X		X	X	X
President		X		X		X
Vice-President		X		X		X
Board Members		X		X		X
Treasurer		X		X		
Worship – Sunday morning prep – all members as needed		X		X		
Hospitality Committee				X		X
Music Committee		X		X		
Choir - rehearsals				X		
Jr. Choir / chimers- rehearsals (Jr Choir / Chimers Director)				X		X
Bookkeeper		X		X		
Plate Collection Counters – Sunday AM counting		X				
Pledge Collector		X		X		
Christmas Pageant Coord –for Pageant season only				X		
Women’s Alliance – Bargains in the Belfry and Mtgs				X	X	X
Property Committee - Sanctuary		X		X		

Property Committee – Fellowship Building						X
Property Committee – Grounds						X
Clerk		X		X		
Endowment Committee				X		X
MCMC				X		X
Membership Committee				X		X
Caring Committee				X		X

--