

Key Policy

Community Mennonite Church of Lancaster

In accordance with CMCL's Child Safety Policy, manual and electronic key (Fab) holders must meet specified criteria for obtaining a key. The key holders must also sign the Key Covenant upon receiving their keys. The list of key holders will be presented to Church Council for review annually.

Criteria for Receiving a Key/Fob:

1. The requester is required to access the church during off-hours (when a staff member is not on site to let them in).
2. The activity for which the requester needs the key is a church-approved activity and is given a specific beginning and ending date.
3. CMCL has four standard keys: Master, Sub-master, Closet and Electronic (Fab). The following Staff and Volunteer roles merit routine approval for appropriate keys.
 - a. Master (locks all interior and exterior doors in all buildings)
 - i. Sexton
 - ii. One stored in lockbox in main building for maintenance use by Facilities Committee
 - b. Sub-Master (locks one exterior door in main building, one exterior door in annex and all closets)
 - i. All CMCL Staff
 - ii. MOOS Director
 - c. Closet (locks interior closets in main building)
 - i. Sound Technicians
 - ii. Facilities Committee members
 - iii. Custodians
 - d. Electronic (Fab)(unlocks one exterior door in main building)
 - i. All CMCL Staff
 - ii. All Committee Chairs
 - iii. Sound Technicians
 - iv. Sexton
 - v. Custodians
 - vi. Facilities Committee members
 - vii. Approved Non-CMCL Group Representatives
 - viii. Periodic Volunteers may be given a Fab as needed for approved tasks and that meet the above criteria.
4. The requester pays \$10 that WILL BE REFUNDED upon the key's return to the church office. The key will be deactivated on the expiration date determined by the office.

Key Covenant

I, _____, have read the CMCL Child Safety Policy and agree to comply with it in its entirety. Specifically, I agree to not bring children, which are not my own, into the church when there is not a church-approved activity being held that would otherwise make it appropriate for me to do so.

Signature

Date

For Use by Office:

Issue Date: _____

Expiration Date: _____

Key Issued by _____ Initialed: _____

Drafted 11/6/12

Safe Church Committee