

Key Policy | Bethany Lutheran

A. Introduction Scripture teaches the following:

- 1) Let all things be done decently and in good order (1 Cor 14:40).
- 2) I rejoiced with those who said to me, “Let us go to the house of the LORD.” Our feet are standing in your gates, O Jerusalem. May there be peace within your fortifications... For the sake of my brothers and my friends, now I will say, “Peace be within you.” For the sake of the house of the LORD our God, I will seek good for you (Psalm 122:1-2,8-9).
- 3) My brothers, have faith in our glorious Lord Jesus Christ without showing favoritism... However, if you really fulfill the royal law according to the Scripture: “You shall love your neighbor as yourself,” you are doing well. But if you show favoritism, you are committing a sin, since you are convicted by this law as transgressors (James 2:2,8-9).
- 4) I tell everyone among you not to think of yourself more highly than you ought, but think in a way that results in sound judgment, as God distributed a measure of faith to each of you. For we have many members in one body, and not all the members have the same function. In the same way, though we are many, we are one body in Christ, and individually members of one another (Rom 12:3-5).

B. Goals These Bible passages support the following goals:

- 1) To guard against favoritism by equally providing for all members the privileges of using our church facilities and equipment as contained in the “Guidelines for the Use of Church Property” document (posted on our website).
- 2) To promote decency and good order in the congregation by prioritizing the ministry needs and plans of the congregation over personal agendas; and by maintaining a system of checks and balances that assure the body of believers that key holders hold their privilege for the welfare of our Bethany ministries.
- 3) To provide security for Bethany’s property and facilities and the people these facilities serve. It’s important to note how law enforcement (from the State Police to local law enforcement) offer special training to churches and schools for enhancing security. Of note is how security professionals teach that
 - limiting keys (limiting access) increases security, and that
 - access should be limited to “normal needs, not exceptions.”
- 4) To allow the voice of the congregation to determine who is eligible for holding a key, as generally determined by the congregation’s explicit or implied approval of someone to serve in a congregational position of leadership and service.

C. Managing Keycards/Keys

- 1) Council as a body is authorized to approve the distribution of all keycards/keys, with the pastor and preschool director serving as the Council’s managing agents. Decisions made by the pastor or preschool director must be affirmed by the Council. The pastor and preschool director will work with the church secretary to maintain an up-to-date registry of all keycard/key holders.
- 2) Any keycard/key may be revoked at any time whenever the Council, pastor or preschool director have good reason to be concerned for the safety or welfare of our church facilities, or for the people that our facilities serve; or because of one’s mismanagement of the keycard/key. Any revocation implemented by pastor or the preschool director must be affirmed by the council.
- 3) Permanent Keycard with 24/7 Access may only be issued to the following individuals:
 - Called Workers (Pastors and teachers)
 - Paid staff (Secretary, Preschool Aids, Custodian)

- Paid musicians
- President, Treasurer and Financial Secretary
- Chairmen of Bethany's Governing Boards
- Officers of the Ladies of Bethany (LOB)

4) Examples of Permanent Keycards with Limited Access (programmed for certain times of service)

- Captains of Sunday Usher Teams (programmed for Saturdays, Sundays and Wednesday evenings).
- AV/Midi Team leaders, Choir Director, Midweek Worship Usher (programmed for Wed evenings).
- Holders of office computer accounts (Counters, Children's Church, etc.).
- Counselor for Christian Family Solutions

5) Examples of Temporary Keycards

- LOB committee members who need access during a time of rotating service (programmed for Saturdays)
- Someone temporarily serving as a captain for an usher team (programmed for that Sunday morning)
- Someone hosting a Facility Usage event that's reserved on the church calendar through the office
- Someone borrowing church equipment that's been reserved on the church calendar through the office

6) Preschool Enrollment Keycards

- Limited to preschool families, during the hours for bringing students to and from classes

7) Preschool Courtesies. Whoever wishes access to our facilities during the preschool's hours of operation is asked to check in at the office. Since activities that interfere with the smooth operation of the Preschool are prohibited, it is highly recommended that you call beforehand to inquire if your item of business fits into the preschool's schedule. Thank you.

8) Disclosures. Please note the following important information.

- Each keycard is individually coded with the holder's identity.
- Anytime a keycard is used to access our facility, this action is recorded and stored; in addition, security video records people accessing our facilities.
- Keycards/keys are not to be shared with anyone else, including a spouse, family member or friend.
- If a keycard/key is lost, you must promptly inform the Pastor, Preschool Director or church office.

9) Keycards/keys must be returned whenever one's terms of service expires or is terminated; or when the temporary status of the key has ended.

10) Anyone who loses a key agrees to pay \$_____ for replacing the key.

➔ To accept a keycard/key, the holder must acknowledge and agree with the above by signing and dating below:

Member's name: _____

Signature: _____ Date: _____

Card ID: _____ Card Type: _____

Other: _____