

Bethel Business Committee

Policy and Procedure #23

July 13, 2009

Keys – 686 Black Rd.

This policy applies to keys for entrance to the building and certain rooms at 686 Black Rd.

At the request of the Elders/Trustees, the Business Committee took over the responsibility for the issuance and governance of keys for 686 Black Rd. in June 2008.

The Head Usher, as a member of the Business Committee, issues keys and maintains a list of people who have keys.

All issued keys remain the property of Bethel Bible Chapel and are to be returned upon request.

The issued keys are not to be copied.

The person to whom a key is issued is responsible to keep control of the key until it is returned to the Head Usher and they are not to loan out their keys to any third party.

The entrance to certain rooms at 686 Black Rd. is restricted for the purposes of privacy and safety and security. Any key issued that will open these rooms is to be on an as needed basis, as determined by the Business Committee.

The following people are authorized to receive and maintain keys in their possession as long as they remain in the position(s) indicated:

- Elders
- Trustees
- Members of the Business Committee
- Ministry Leaders appointed by the Elders
- Members of the cleaning staff
- Ministry workers, as requested by Ministry Leaders . subject to approval by the Business Committee
- People on the security call out list.
- Vendors/contractors, as required.

Said keys are to be returned to the Head Usher when a person ceases to remain in the positions indicated.

The Head Usher may issue keys on a temporary basis to people having need of them for special functions (such as weddings, etc.) and for access to the building required by contractors. These keys are to be returned to the Head Usher as soon as they are no longer required for the function for which they were issued.