

## First United Church Policy Manual

Policy title: Facility security

Policy statement: It is prudent and diligent for Council to maintain a secure church facility for the safety of users and protection of property.

Policy objective: The purpose of this policy is to outline procedures, protocols and features used at First United to achieve safety and security.

Policy directives:

- The Property Committee with assistance from the Minister of Administration distributes keys and security code on a need to have basis. Key holders are required to sign for their key and a current list of key holders will be maintained by and kept in the Church Office. Key holders must not copy keys or lend keys to unauthorized people. Key holders will surrender their keys upon vacating their official church position or upon request by the Property Committee Chairperson with assistance from the Minister of Administration.
- Exterior doors of the Sanctuary and Hall are to be locked in off use times. Authorized users are expected to secure doors after their use is completed.
- The office door is to be locked when the office is not staffed.
- The Minister of Administration shall ensure the office safe is locked when not in use. The Minister of Administration shall keep a current list of people who have the safe access combination code.
- Changing door locks will be undertaken at the discretion of the Property Committee should it be determined that key/lock security has been compromised.
- The Church and Hall will employ a security alarm system for which authorized users of the facility will be expected to arm and disarm as required. Calls from the police or alarm security company due to activated alarms will be directed to the following people in this order: the Sexton, the Chair person of the Property Committee and the Minister of Word, Sacrament and Pastoral Care. They are responsible to attend to the site to check on its security after receipt of said calls.
- The Property Committee will maintain appropriate security lighting throughout the facility.
- Persons with Rental Agreements/Usage Agreements shall rely on authorized key holders for admittance and closing.

Accountability: Property Committee members, Property Committee Chairperson, Minister of Administration, Sexton, Minister of Word, Sacrament and Pastoral Care

Last revision date: 9 October 2015