

## **The Benefice of Inkberrow with Cookhill and Kington with Dormston**



### **St Peter's Church, Inkberrow, Key Holder Policy**

In addition to being a place of worship on Sunday mornings, the Church and Church Hall is accessed throughout the week by various people undertaking their voluntary duties, or by groups, run either by Church members or external organisations. This varied use necessitates the need for certain individuals to have access to one or more buildings; however, for insurance and security purposes, it is necessary to establish a method for authorising and distributing access keys and key codes.

All requests for keys must be made to the Priest-in-charge, Administrator or Church wardens. All keys must be safeguarded while in the possession of an individual, and brought with them, wherever possible, when attending any service/function in either the Church or Church Hall. This enables the keyholder to be helpful on the occasions that keys are forgotten by others, enabling the buildings to still be opened and closed.

The keys to St Peter's Church and associated buildings or locked areas, will be provided to those persons who require them for successful fulfilment of their ministry (ies) and to ongoing renters of the building(s) upon approval of the Priest-in-charge, Administrator and Church Wardens. It is their responsibility to provide the church keys or codes and train key holders regarding appropriate security procedures.

#### **KEY HOLDERS**

It is imperative that key holders DO NOT duplicate keys. If another set of keys is needed, the Priest-in-charge, Administrator or Church Wardens should be contacted. There will be list of all key holders maintained and keys are to be returned when the key holders have no duties or rental-related need for them or upon request.

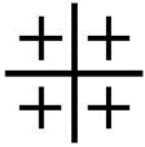
#### **KEY CODES**

Some people will only require the current key code, and this will be supplied by the Administrator. The codes are changed regularly to prevent unauthorised access to the buildings. The code must not be shared with anyone other than the authorised user. The Administrator will keep a list of all people how require the key code and will inform them when the code is changed, as appropriate.

The following groups or individuals are considered eligible to apply for Keys or Key codes:

- a) Clergy
- b) Parish Staff, including Administrator, treasurer, and church wardens.
- c) Day wardens
- d) Leader of a church related activity that needs access to church buildings on an ongoing basis after normal office hours.
- e) Leader or members of a church related activity that performs its functions on Sunday morning and needs access to church buildings before Clergy arrive, or after lock-up.
- f) Parishioners who need access to church buildings on a regular basis to undertake their duties for the Church- e.g., flower arrangers, cleaners, etc.
- g) Parishioners who perform routine or emergency maintenance and repairs to church facilities
- h) Leaders of outside groups who use church buildings on a regular basis.

The list of key holders will be reviewed once a year. When a key holder either leaves the parish or no longer performs in a function that necessitates the need for a key, it must be returned to the Priest-in-charge, Administrator or Church wardens.



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**St Peter's Church  
Key Log**

<b>Name</b>	
<b>Address</b>	
<b>Telephone</b>	<b>Home</b>
	<b>Mobile</b>
<b>Email</b>	
<b>Role within Church</b>	
<b>Name of group if external to Church</b>	

Keys issued (please tick all that apply)

Church Door☐ Tower Door☐ Vestry☐ Vestry Safe☐ Wall Safe☐ Cabinet☐ Aumbry☐ Book of Remembrance☐ Wall safe☐ Gas Meter☐ Boiler House☐ Lychgate Light☐ Organ Loft☐ Bell Chamber☐ Organ☐ Sound system☐ Piano☐ Filing Cabinets (Vestry)☐ PEC☐ PEC office☐ PEC AV cupboard☐

I agree to safeguard the key(s) issued to me, not to copy it, not to give it to anyone, and if the key is loaned to someone temporarily, I acknowledge I will still be held responsible for its use. I further agree to return it immediately upon the termination of my need for it, or upon request by the Incumbent, Administrator or Church Wardens.

I acknowledge receipt of the above keys and I agree to abide by the Key Holder Policy

Signed: .....

Date: .....

Approved/Issued By: .....

Key set number.....