

New Home Baptist Church
1144 W. Sherman St.
Phoenix, AZ 85007
Rev. Darryl Jackson, Pastor

CHURCH POLICY
Key Holders Use and Responsibilities

Policy: Key Holders of the New Home Baptist Church are entrusted to be in full compliance with the following guidelines, procedures, responsibilities, and expectation as a trusted steward of God's edifice. These guidelines have been developed to ensure the security and proper use of the New Home Baptist Church facility.

Section I: Key Use Authorization / Persons Eligible to Receive Keys

The following individuals are authorized to approve issuance and distribution of Facility keys to Church Personal and Members.

- The Pastor
- Church Secretary
- Trustee Chairman
- Deacon Chairman

The following individuals are authorized and expectant key Holders:

- Church Officers
- Trustee/Finance Team Members
- Ministry Leaders
- Facility Care Co-Leader or Appointee

Section II: Key Holder Expectations

The following are general expectation of all key Holders and/or appointees who have been entrusted with security access to the New Home Baptist Church Facility.

- 1) Be willing and available if needed, to give Access to and/or Meet Contractors, Repairman, Workman, and other workers for the purpose of performing repairs, installations, giving estimates, and other purposes.
- 2) Be willing and available if needed, to provide Entry and Exit of the Church Facility to members or other authorized individuals.
- 3) Be willing and available if needed, to assist with the opening and closing of the Church Grounds for regular and special services, meetings, practices, rehearsals, and cleanings.

Consistent Failure to be willing and available for the aforementioned may prohibit future status as a New Home Key Holder.

Section III: Responsibilities of Key Holders

1. Key Holders are directly responsible for keys in their possession.
2. Key Holders must immediately report lost, missing, or stolen keys to one of the Authorized issuers or Trustee/Finance Team members.
3. To ensure the total security of the building when exiting or closing the facility.
4. To ensure that all lights and equipment (i.e. sound system, multimedia, AC Units,) are turned off.
5. To ensure that all supplies, equipment, furniture, or areas are returned to their proper place and the area is tidied by obvious straightening or pick up.
6. To immediately prohibit or report any misuse or destructive actions known to key Holder or taking place while in the presence of Key Holder who is responsible for granting access to the church facility.
7. To protect, care for, and preserve furniture, supplies, equipment, and structure of the New Home building while in the procession and responsibility of the key Holder.

8. Key Holders are not to remove, throw away, change, or replace any property of the church from the building for any purpose without prior approval by the Trustee Chairman or Pastor. Key Holders will assume the responsibility of any person (s) or group under their care or control, in observing and adhering to the aforementioned.

Section IV: Prohibited Key Holder Actions

- Unauthorized duplication of keys
- Loaning of keys to other members or individuals without prior approval
- Giving keys to unauthorized members or individuals
- Opening church/facility for unscheduled and/or unauthorized meetings, practices, rehearsals, or events.
- Removing items from the church without proper approval.

Failure to observe and comply with the aforementioned may lead to revocation of the privilege to be a Key Holder of the New Home Baptist Church. Please sign below to acknowledge your reading and understanding of the aforementioned.

Key Holder _____

Witness By _____

Copy Received