



Policy Statement

The Church of the Good Shepherd is committed to equipping its leaders and volunteers with appropriate physical key and electronic access to church facilities to fully support the work of ministry—without compromising the safety and well-being of our people, or the care and stewardship of the building God has entrusted to us.

To support this goal, the following Key and Electronic Access Policy will be strictly upheld by the CGS Staff and supported by church leadership.

1. Access and Facility Use

Facility Use

Access credentials grant physical entry to designated areas but do not in themselves constitute permission to use those facilities.

All facility usage—whether for events, meetings, or special purposes—must be explicitly approved. To request use of church space, individuals must complete a Facility Use Request form (available via the CGS website) and wait for notification of approval. This ensures availability, prevents conflicts, and confirms alignment with the church’s Facility Use Policy.

Audit and Monitoring of Access

To ensure compliance and safeguard the security of church facilities, the church reserves the right to monitor and audit the use of access credentials. Electronic access logs (e.g., keycode entries and fob scans) and video footage will be reviewed as needed. Any suspicious, unauthorized, or unusual activity will be investigated, and corrective action may be taken as appropriate.

2. Return of Physical Access Credentials

All physical credentials (key, cards, fobs) belonging to the church must be returned immediately after your approved use of the facility concludes. This includes:

- The end of a scheduled event or reservation
- The completion of your service role
- The revocation of access by church staff

If an item is not returned promptly, future access privileges may be revoked, and replacement fees may apply. Temporary keycodes will be automatically deactivated after the approved access window has expired.

If you are no longer affiliated with the ministry, group, or event that required access, you are expected to notify the church and coordinate the return of any issued access tools. Keeping access credentials unnecessarily may be treated as a policy violation.

3. Lost Credentials (Keys, Fobs, or Cards)

- **External Physical keys:** \$100 replacement fee
- **Internal Physical keys:** \$20 replacement fee
- **Fobs:** \$15 replacement fee
- **Card:** \$5 replacement fee

Because re-keying is expensive and disruptive, all access holders are expected to treat their credentials with care and responsibility.

4. Lending and Unauthorized Access

Access credentials are issued to individuals and may not be shared, duplicated, or loaned—except under a limited and clearly defined exception outlined below.

Exception – Occasional Spouse Use:

On rare and reasonable occasions, a spouse may use a keycode or fob with the full knowledge and consent of the access holder, as long as:

- The use is brief and non-routine
- It directly supports a shared ministry activity (e.g., event setup)

If a spouse needs regular or independent access, they must submit their own application and receive formal approval. The original access holder remains fully responsible for all activity conducted using their credentials.

You may not open doors for others unless:

- You are aware that they are pre-approved by a ministry or department leader
- The access is tied to a scheduled and approved church event
- They are physically accompanied by a current, approved access holder

Violation Consequences:

Any violation of this policy may result in:

- Immediate revocation of access privileges
- Further disciplinary action at the discretion of church leadership

5. Stewardship Expectations

Access holders are expected to:

- Be faithful stewards of church property
- Follow all access policies without exception
- Report violations to the Facility Manager or appropriate leader

Acknowledgment

I agree to fully support and abide by the Church of the Good Shepherd's Key and Electronic Access Policy. I commit to being a responsible steward of the access I am granted.

Policy Review Cycle:

This policy will be reviewed annually by the Deacons.

Policy Version: 1.0

Effective Date: 2026-04-13

Next Review Date: 2027-04-13

Approved by: Deacon Vote