



# New Beginnings United Methodist Church

Birmingham, Alabama • A Place of Possibilities and Transformation

## Church Property/Key Policy

To serve our members and community, New Beginnings United Methodist Church will make its equipment and church property available for use by members, non-member groups and individuals as outlined in this policy. Use of church equipment and church property by outside groups or individuals for personal events must receive the approval of the New Beginnings United Methodist Church Trustees.

### 1. PRIORITIES

The guidelines in establishing priorities for use of the church property are based on the following order of precedent:

- Regular weekly scheduled activities
- Monthly/Annually scheduled calendar events
- Events from sponsored ministries

Emergency events such as funerals, may change this order or priority. Lack of planning does not constitute an emergency.

New Beginnings United Methodist Church Property is not to be used for personal, business, or non-church sponsored activities without the approval of New Beginnings United Methodist Church Trustees.

### 2. SCHEDULING OF ACTIVITIES/EVENTS AND USE OF PROPERTY

The New Beginning United Methodist Church Trustees have been given the responsibility to oversee the matter of the Church Property usage. The Trustees will work in conjunction with other individuals to make sure all activities are scheduled and that resources are available for approved activities.

- a. For group meetings and other events falling outside of normal church times when the church property is in use for regular activities, please try to give notice at least four days prior to event. Such events may not interfere with established meetings or events. **(Event leaders should arrive at the church 30 minutes before the start time and give the trustee approximate ending time to secure the church).**
- b. Any use of the Church Property must be scheduled prior to use. Please do not attempt to secure the use of space, resources, or borrow items that belong to the church without approval.
- c. There are exceptions that do not need prior approval. Routine activities and events or master scheduled activities and events.
- d. Multiple activities, meetings, and events can be scheduled at the same time as long as all parties involved agree as to how to share space to avoid conflicts, ensure proper clean up, lock up, etc. If the activities prove incompatible, then priority will be given to the activity with higher priority. (Ex. monthly activity, weekly activity, master schedule activity).  
If activities are of equal priority the activity/event first scheduled takes precedence.
- e. Scheduled activities/events take precedence and priority over non-scheduled use.

- f. Any conflicts will be solved by New Beginnings United Methodist Church Trustees.
- g. Responsible adult supervision must be with the group always when church property is in use.
- h. Smoking and non-prescriptive drugs are prohibited on church property.
- i. Alcoholic beverages will not be permitted on church grounds.
- j. No furniture (tables, chairs, etc.) or equipment belonging to New Beginnings United Methodist Church may be loaned or removed from the church property, except for official church functions without prior notifications to the Trustees.

## New Beginnings United Methodist Church Key Policy

1. **Purpose-** In order to ensure the safety of NBUMC members and people using the church property, the issuance and use of keys shall be strictly controlled and accounted for.
  
2. **Key Holders-** The following table defines the types of keys.

Types of Keys	Definition	Holders
Master Key	Opens all doors and offices	
Front door key	Opens front door only	
Kitchen door key	Opens kitchen door only	
Main Office	Opens main office door only	
Pastor's Office	Opens Pastor's office door only	
Finance Office	Opens Finance office door only	
Conference Room	Opens Conference door only	

3. **Key Accountability**- All key requests are issued through the Trustee Leader.

3a. Issuing of a Key

The person receiving a key shall indicate agreement with this policy by signing the Key Log Sheet. The Log Sheet shall include:

1. Person's name
2. Home phone and cell
3. Key type
4. Position or reason for having the key
5. Date of key issuance
6. Person issuing the key

3b. **Use of a Key**

The person possessing a key to the New Beginnings United Methodist Church agrees that the key will remain under his/her control. Changes in key holders are to be done through the Lead Trustee or Lead Trustee designee. The person possessing a key shall follow the church opening and closing instruction in Section 4.

3c. **Return of a Key**

A key must be returned to the Trustees if any of the following occur:

- a. The holder of the key is no longer a member of New Beginnings United Methodist Church.
- b. The holder is no longer in the position for which the key was issued.
- c. The return of the key is requested by Trustees.

Upon the return of a key, the appropriate entry on the Key Log Sheet shall be annotated to indicate when the key was returned.

**4. Church Opening and Closing Procedure**

**4.1 Opening Procedure**

**Days and Evenings the Church Property is used**

The following procedure shall be performed by any key holder who is entering the church property when no one else is in the building.

- 1) Enter the building by unlocking the door and turning off the alarm.
- 2) If you notice anything unusual follow the procedure below:
  - a. If there is sign of forced entry, fire, or other criminal unsafe conditions leave the building and call 911 from a mobile phone or a neighbor's house.
  - b. If it is not unsafe, try to stabilize the condition as best as you can.
  - c. Call a Trustee if needed or leave a message on the office voice mail after addressing the problem.

## 4.2 Closing Procedure

The following procedure shall be performed by anyone who is the last person to leave the church building even if you know someone is coming back in a short time.

- 1) Check to ensure lights are off.
- 2) Check to make sure no doors are opened.
- 3) After you exit pull door to make sure it is locked and secured.
- 4) If anything, unusual occurs during the closing process or you notice something unusual in the parking lot follow the procedure below:
  - a. If there are criminal or unsafe conditions call 911 from a mobile phone or neighbor's house.
  - b. If it is not unsafe, try to stabilize the condition as best as you can.
  - c. Call a Trustee if needed or leave a message on the office voice mail after addressing the problem.

## 5. Key Duplication

All keys referred to in this policy are the property of New Beginnings United Methodist Church and are not to be duplicated by anyone except the Trustee Team Leader. Duplication of a key, or the possession of an unauthorized duplicate, may result in appropriate disciplinary action.

Key Retrieval

## 6. Lost Key

Any individual who loses a key must be reported immediately to the Trustee Leader and pay a charge of \$5.00 to replace the key.

## 7. Available Trustee Contact Numbers

**Adams Jenkins-(205) 901-7506**

**Eugene Lewis-(205) 238-3551**

**Wes Terriel-(205) 910-5696**

**Jamey Terrell-(507) 250-5328**

**Theo Benson- (205) 321-4226**

**Billie Wheat- (251) 533-3639**

**Johnnie Maddox-(205) 808-8786**

**Cynthia Abernathy-(205) 915-0107**

**Juanita Amison-(205) 841-4253**

**\*Raymond Files- (205) 305-7615**

**\* Mr. Files will retain a key in the event that an emergency arises, he lives close to the church and has agreed to be available.**

**\*\*Revised Jan.23,2019**

**A male Trustee will be at the church during any church event or function (church-related and non-church related, and any vendor construction work periods) if the event does not have two individuals, one from the list above plus another member, and if no male individual will be at the functions excluding the pastor.**

**Leaders and Trustees should follow the Safe Sanctuary Policy Section II, (Protection Policy).**