

Metropolitan Community Church of Knoxville, Tennessee, Inc.

Key Policy

The goal of this Policy is to balance security, confidentiality, and needed access.

A unique door knob/lock will be placed upon the Pastor's door, ensuring safekeeping of personal items and confidential files inside the Pastor's office. A clearly marked spare key to the Pastor's office will be kept in the Business Office's locked file cabinet.

The key to Deacon's Pantry, the key to the Sanctuary, the key to the Business Office, the key to the Choir Director's office, and a key to the storage shed will remain on the current "common" key ring in the top left mail box. A spare set will be kept in the Business office in the event the locator device stops working when we are unable to locate the common set.

A list of keys already in service to various members will be assembled and maintained by the Office Manager. If a person no longer needs to have a key, they should return it to the Church Office.

A list of those who need to know the keypad code will be assembled and maintained by the Office Manager. The list will include contact information so all can be informed if the code is changed. If a person no longer needs to know the code, they should inform the Church Office.