

Parish Policies

St. Stephen the Martyr Anglican Church, Thunder Bay

Policy F1: Key Policy

Revised by St. Stephen's Parish Council June 23, 2025

From time-to-time people lose keys. This costs St. Stephen's money to replace them and compromises the security of the building. The Key Policy is designed to ensure we know who has keys and to minimize risk of losing keys.

The Pastor and Church Wardens control the issuing of keys, and the Pastor is the Key Monitor. Keys are normally issued to persons holding a position that requires access to St. Stephen the Martyr Anglican Church building. When a Church Entrance Key is issued to a person, he or she is briefed on building security, and they accept the obligation to ensure that the building is secure when they leave.

Keys are the property of St. Stephen the Martyr Anglican Church and must be returned upon request.

Keys must be signed for annually. Normally this is done in the fall after the Parish Council appoints people to positions.

A person who holds a key is not to transfer their key to someone else. When an individual relinquishes a position, the key is returned to the Key Monitor who will reissue the key to the person who is taking on the position. This is done so that the person holding the key signs for it, which maintains a record of who holds each key and ensures that the new person is briefed on building security.

If the person to whom a Church Entrance Key is issued loses it, they must pay a key replacement fee. The Pastor in consultation with the Church Wardens may waive or reduce the fee in extenuating circumstances.

If the Pastor and Church Wardens feel that the security of the building has been compromised, the lock will be re-keyed and new Church Entrance Keys issued, at a cost of approximately \$1,000.