

Beautiful Savior Lutheran Church

LOCKING POLICY

The overall usage of our building is tied to our Mission and our Vision.

- We are a community that welcomes the stranger.
- We are a community that must be a safe place for all who enter here.

The Welcome Center will be the main entrance for all members and visitors.

- The Welcome Center will be opened & closed with the church office hours.
The Welcome Center will be opened after office hours upon request of staff and lay leaders who will assume responsibility for closing.
- A set of keys and instructions for decoding and coding are available for those who want to use the building when no "official" people are present.
- The Sanctuary outside doors will be locked both front and back during the week
- The Worship Center inside doors will be locked during the week if not in use.
- The Chapel will be open throughout the day for prayer and mediation.
- The South lower level will be the primary entrance and egress for our Early childhood families. This entrance will be open from 7:00 am until 6:00 pm. All other visitors will be encouraged to use the Welcome Center doors.
- Sign age will be placed at the Welcome Center door to help the visitor and member find their way..
- If a staff member is in the building alone, the Welcome Center doors may be locked. The staff needs to check in with each other when you arrive and when you leave so we can help each other. During office hours let the Secretary know of your arrival or your leaving.

Closing the building:

- Staff or Lay leaders: The last person out of the building should lock the doors, turn out the lights, and sets the alarm. If you leave the building after 8:00 pm, lock the door you are leaving through.

- Sunday:

Opened by several lay members. The point person is Sue Ankeny.

Closed

The ushers lock and secure the Sanctuary doors and the front and back Sanctuary doors. Lock the lower south entrance.

The 11:00 Hostess team turns out lights and locks doors of the Welcome Center.

Instruction Sheet for

NIGHTTIME DOOR LOCKING & ALARM SETTING

Thank you in advance for helping us all with this very important task! This is a guide in case you have some initial questions or doubts. The following numbered instructions correspond to the numbered locations on the diagram (found in the back of the Policy Manual) of the church building.

1. Lock the south parking lot door: Most of the doors like this that have a push bar handle on the inside to push open, lock the same way. But first check to see if the door is already locked - Just push against the door itself without touching the bar. If it doesn't open, it's locked. If it opens, it's unlocked. How to lock door with a push bar: Take the "small screw driver" located high to the right of the door, insert it in the small hole on the underside of the handle, hold the push bar handle in it's current position (all the way in), then turn the screw driver to the left (i.e., unscrew it). The push bar handle will release and come out an inch or two toward you. Now check to see that the door is actually locked by again pushing against the door itself without touching the push bar. (If it doesn't open, it's locked.) Be sure to do both doors.
2. The Early Learning Center (ELC) will lock the West - Lower level preschool exit door.
3. The Welcome Center doors: Again follow the directions in #1 above, except here there is a "long narrow key" located high on the wall to the right of the doors; and the "key hole" is visible on the front of the bar. (Be sure to do all 4 doors.) Custodian will unlock at 7:00am. ELC will set the lock each day at 6:00 unless another staff person takes responsibility.
4. The Sr. Pastor will lock the West back door (by the youth lounge, leading to the parsonage) Monday - Saturday. The Sunday 11:00 usher will lock it on Sunday.
5. Set the alarm on the hallway wall opposite the Worship Center wall or use the alarm by the secretaries office....only if you are the last person in the building. Please refer to the specific instructions on the attached diagram of the church. Then continue with #6.
6. Lock the front doors nearest the Worship Center: Again just like #1 above and the "long narrow key" is again on the wall to the right of the doors but back a few steps. (Be sure to lock both doors.)

Y:\Policy & Procedure Manual\Service\Support\Nighttime door locking.wpd

You can now exit via the Welcome Center doors or the lower south parking lot doors (or the other doors) - just don't go upstairs on the second floor by the offices or a motion detector will set off the alarm.

Thanks! You did a great job and saved our church from robbery or vandalism!

KEY USAGE

June 3, 2005

THREE LEVELS OF KEYS: (Letters A,B,C are imprinted on the keys)

1. Office Doors Letter A
2. Outside Door Letter B
3. All Other Inside Doors Letter C

OFFICE KEYS ARE AVAILABLE TO THE FOLLOWING GROUPS:

1. Paid Staff
2. Council
3. Staff Volunteers (*This can include Sunday School Superintendent, Monday's Counters, Music Volunteers, Property Volunteers, Women's Group, etc.*)
4. Situational Keys (*special programs, meetings, etc. They will be given the Outside Door key for their usage and it will be signed out and returned*)
5. All Keys will be issued through the Administrative Assistant.
6. This policy will be administered by The Administrative Assistant.