

# Building Access and Security Policy

## St. Mark Presbyterian Church

(Effective 04/25/2022)

### Objective

Utilize the church's security and safety features and tools to optimize the safety and security of the building and its occupants while still maintaining an atmosphere which welcomes people to use our facilities for the worship of God and for furthering the mission and vision of St Mark Presbyterian Church. This policy applies to all buildings on campus other than the Early Learning Center (ELC), which operates under its own set of security policies and procedures approved by the ELC Board of Trustees.

### Background

In recent years, there have been numerous incidents in the United States where individuals have chosen to attack houses of worship and caused significant loss of life. In response, Session authorized the Property Ministry to significantly upgrade our entry systems to allow better protection of the facility and its users from the possibility of such attacks. These provisions include:

- Removing the four main wooden entry doors on campus and replacing them with steel security doors with crashbars and breakage resistant glass.
- Installing an electronic magnetic card entry system on three of the new doors and the existing main door of the Family Life Center. The system includes a remote video and voice communication system at the main office exterior door to allow office staff to talk to and remotely open the door to visitors after ascertaining the reason the individual is visiting the campus.
- Adding crashbars to the exterior wood doors on the west side of the narthex and the east side of the chancel area.
- Rekeying all other exterior doors in the main building and the FLC using a type of key that can generally only be reproduced by a locksmith. All exterior doors, including the four new doors, are to be identically keyed.

These security upgrades were installed and completed in Spring 2022. This policy is intended to convey Session's intent and guidance on how it wishes to utilize these new facilities. A separate document titled "Building Access and Security Procedures" shall be developed by a Safety and Security Committee to properly implement this policy.

### Locking of Building Entry Doors

The campus shall generally be locked down at all times other than when there are a significant number of people expected to be arriving for events in a short period of time, such as for Sunday School, Sunday Services, special services, First Fridays, Vacation Bible School, weddings, and memorial services. Even in such cases, the doors shall be locked shortly after the event begins **to the extent practical given the relevant circumstances** (for example, locking the doors once Sunday services begin is appropriate, but it might not be during Vacation Bible School if classes are regularly entering and exiting the buildings). The doors shall be locked either through automatic operation of the magnetic door entry system, manual manipulation of unlocked doors, or a combination of the two. Once the doors are locked, the organizer of the event shall ensure that an individual is assigned to a single main entry point to ensure that late arrivals can be admitted without delay; signs shall be installed at locked doors to direct late arrivals to the manned entry point. All crashbars shall remain fully operational; even though the doors can't be opened from the outside, occupants will still be able to quickly leave the building in the event of emergency.

The organizer of each event shall ensure that all doors are locked and crashbars enabled at the conclusion of the event each day.

### Magnetic Card Access

It is the intent of Session that entry to the buildings will normally be gained using magnetic cards, and that distribution of building keys will be limited to the maximum extent possible. All staff members, officers of the church (active Elders and Deacons, Clerk of Session, Treasurer, and Trustees), and members of the ELC staff who regularly utilize facilities in the main building and the Family Life Center will be provided with magnetic cards. Any other member of the church who reasonably requires access to the main building or Family Life Center during non-office hours shall also be issued a magnetic card by the Office Administrator. In all cases, the magnetic cards shall be programmed so that each individual is only able to open the electronic doors they reasonably need access to consistent with their intended use (for example, ELC personnel should normally only need access to the Family Life Center and the Hospitality Center door facing the FLC). If the Office Administrator is uncertain as to whether a magnetic card should be issued to a member requesting one, they shall consult with either the Pastor or the Property Elder who will make the decision as to whether a card should be issued. Each individual's magnetic card shall be disabled when (a) that individual leaves church membership, (b) a staff member's or ELC staff member's employment ends, or (c) a member no longer needs electronic access. Issued magnetic cards shall also be collected and returned as part of the exit process when any staff leave the church's employment, or when an individual leaves the employment of the ELC. Members (including formerly active officers) who no longer need access to the church during non-office hours shall also return issued mag cards when it becomes clear to them that the access need no longer exists.

Non-members who are using church facilities pursuant to an executed and approved Facility Use Permit may also be issued a magnetic entry card if they will be utilizing the facilities during non-office hours. Such access shall be limited to the doors the individual reasonably needs access to (for example, the YMCA should only have access to the Family Life Center door). The card shall also be programmed to automatically terminate access following the end of the period covered by the Facility Use Agreement.

The Office Administrator shall maintain an accurate log of cards issued, including the date of issue, the anticipated return date (as applicable), the date returned, the anticipated deactivation date (as applicable), the actual deactivation date, and the unique card number.

#### Issuance of Building Keys

To ensure the long-term security of the building, the issuance of building keys shall be limited to the greatest extent practical, and individuals shall generally rely on magnetic cards to access the facility. Notwithstanding the forgoing, the Property Elder shall ensure that a small number of designated individuals who are at the church on a regular basis are issued building keys to ensure the building can be accessed in the event of magnetic entry system malfunction or emergencies. In addition, if an individual needs regular access to a door that is not served by the magnetic entry system and is able to demonstrate, in the judgement of the Property Elder, that lack of external ability to open that door causes a material inconvenience or difficulty in performing the tasks for which the individual requires access, a building key may be issued to that individual. Building keys may never be issued to individuals who are not members or staff of St. Mark Presbyterian Church. At the time of issuance, the recipient shall be reminded that they are NOT authorized to make a copy of nor loan the building key and are required to notify the Office Administrator if a key is lost or stolen.

All unassigned building keys will be maintained in the key lock box in the office. Only the Property Elder or Pastor is authorized to instruct the Office Administrator to issue a building key to an individual. The Office Administrator shall maintain an accurate log of who building keys are issued to, the date they are issued, and the date they are returned. Any staff leaving the church's employment shall return their assigned building key as part of the employee exit process, and members shall surrender their key when they leave church membership. Church officers or members whose responsibilities change in a manner such that they no longer need a building key for the purposes detailed in this section of the policy shall also promptly surrender their building key to the Office Administrator.

#### Issuance of Office Keys

The locks to the front interior doors to the office and the rear office entrance by the kitchenette in the Hospitality Center have not been rekeyed and existing office keys still work. Any staff or church member who believes they reasonably require access to the business office during non-office hours may provide an explanation of the need and request an office key from the Office Administrator. The Office Administrator shall discuss the request with either the Pastor or the

Property Elder who will make the decision as to whether an office key should be issued. Only the Property Elder or Pastor is authorized to instruct the Office Administrator to issue an office key to an individual. Office keys may never be issued to individuals who are not members or staff of St. Mark Presbyterian Church.

The Office Administrator shall maintain an accurate log of who office keys are issued to, the date they are issued, and the date they are returned. Any staff leaving the church's employment shall return their assigned office key as part of the employee exit process, and members shall surrender their office key when they leave church membership. Church officers or members whose responsibilities change in a manner such that they no longer need an office key for the purposes detailed in this section of the policy shall also promptly surrender their office key to the Office Administrator.