



NEW KEY CARD PROCEDURES

During the weekend of August 26, the outside locks for the main church building, as well as Niles and the Youth Center will be changed. Unfortunately there have been several incidents of theft in the buildings, and the time has come to improve our security. So many people have keys (that are not accounted for presently) that we might as well not even bother locking the doors!

To bring order to this chaos, as well as to be compliant with our Church insurance, **it will be necessary to apply for a key card**. Our insurance REQUIRES that anyone having key access to church buildings have completed five modules of safe church training. These are most of the same modules that you would need to be a children's formation teacher, for example. Even though this has been required by the insurance, it has not been enforced in the past.

A sexton is available on church premises 8:00 a.m. to 9:00 p.m. Monday through Thursday, 8:00 a.m. to 5:00 p.m. on Friday, and 8:00 a.m. to 2:00 p.m. on Sunday. Beginning in September 2018, a weekend sexton will be also be scheduled on Saturdays and Sundays from 2:00 – 7:00 p.m. If your request involves church access in these hours, you will not be eligible for card access. For ministries that need access during non-sexton availability, the ministry head will be given a key card and can make arrangements to be there and open the door for others. Of course, exceptions may need to be made for efficiency, and key cards can be issued for single event use.

Process for Requesting a Key Card:

1. Complete the following modules of Safe Church training:
 - Meet Sam
 - It Happened to Me
 - Keeping your Church Safe
 - Policies- CPG Diocese of Dallas
 - Bullying
2. Provide documentation that you completed, and passed, the tests by copying your certificate and attaching to the Key Card application. (<http://www.transfiguration.net/wp-content/uploads/2017/08/Key-Card-Application-Form.pdf>)
3. Include \$5 (cash or check) with application

4. Return completed application to Sophie Lowrance, Parish Administrator at slowrance@transfiguration.net or in person to the church office.

Bracken Reece, our Director of Operations, will review applications and have final say on approval of issuance of a new key card. All cards will require a yearly \$5 fee, as this is the cost to the Parish. Each year, all key card holders will need to reapply for card access.

If you have never taken Safe Church training and would like to complete the training online, please contact Meghan Mazur at mmazur@transfiguration.net for a username and password.

If you have already completed the Safe Church training, please check with Meghan if you need verification to attach to your key card application. If you took the training more than 2 and 1/2 years ago, you will only need to take a refresher module and your prior user ID and password are still valid (but you are welcome to contact Meghan if you need a reminder!).

We will also have in-person Safe Church training in Room S-203 on Saturday, August 26. You may come and watch the DVDs and take the tests all in one morning.

We are also offering a "no questions asked" acceptance of old master and sub-master keys. Over the years, many congregants have been issued these keys and have never returned them. We would like only three people to have a master key--the Rector, the Parish Administrator, and the Director of Operations. There really is no reason anyone else should have key access to all the inside doors, and we respectfully ask you to return these keys if you have them.

Thank you for helping us keep our church safe!