

First Parish Church of Stow and Acton

Policy on Church Access

Policy # 035

Revision # 01

POLICY STATEMENT

Using a security grant received in 2019, First Parish Church enhanced the security of our buildings with the addition of security cameras and fob entry door locks on four external doors. To balance the needs for building security and appropriate access for members, friends, and users, this policy identifies the process for providing access while maintaining security.

SCOPE

Access to the building uses fobs which are distributed to church associates who frequently require access, including staff, Board of Trustees, chairs of various committees/church groups, Children's Horizons staff, regular renters, and individual members/friends when requested. Several fobs are designated to provide to renters of our facilities for temporary use during the time of their rentals. Contractors who need access to the building are also provided a fob to use during their contracted work. Additionally, Stow Police and Fire Departments have been issued fobs for emergency use.

It is requested that when individuals move or otherwise leave the church, they return their fob to the Fob Administrator. Fobs that are lost or not returned by any of the above parties at the end of their approved use will be deactivated.

Combination Lock Box

A combination lock box is located on the left-hand side of the main entrance where a spare fob is stored. The combination to the box is provided to individuals on a need-to-know basis.

Changing the combination: The combination will be changed every year after annual meeting or when there is a perceived threat or breach to the security of the church, such as when:

- The code or access fob has been shared with an individual who has made threats to the church or building.
- An anonymous threat to the church (e.g., threatening voice mail) is made or there is evidence of an attempted break in or arson attempt (e.g., bottles with flammable fluids found anywhere on campus).

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When the combination is changed, an fpcannounce will be sent out to the congregation to advise them that the combination to the lock box has been updated. Those needing access should contact a board or staff member for the new code.

Sharing the combination.

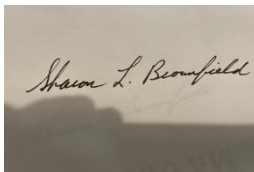
The combination should not be shared without permission from the fob administrator, security officer, a board member, or staff members.

IV. DEFINITIONS

- Members: Anyone who is identified by the FPC bylaws as being a member of the congregation
- Friends: All others who do the work of the church but who are not members as defined by the Bylaws
- FOB Administrator: The designated individual responsible for distributing fobs and managing the administrative software that maintains the system.
- Security Officer: The designated individual responsible for addressing security issues at church and/or maintaining the video surveillance system.

REFERENCES

APPROVAL SIGNATURES



1/01/24

Originator / Date

On behalf of the Board of Trustees

 2/29/24

FPC President / Date