

Key Holder

There are currently four Key Holders, one of whom serves at any time as the Lead Key Holder (see below).

Purpose:

To unlock Explorations Academy and oversee the setup of the worship space, signage, literature, and (as needed) Greeter station in preparation for Meeting for Worship on Sunday morning. Also, following Meeting for Worship and any Second Hour activities, oversee the restoration of the worship space, the putting away of Meeting signs and other materials, and locking of cabinets and doors as needed. Most weeks, the Key Holder for that Sunday is assisted by a Setup Helper and possibly others who volunteer to help.

Responsibilities:

1. Hold and safeguard a set of keys consisting of (a)an outside front door key to the Creekside Building; (b)an outside back door key to the Creekside Building; (c)an inside key from Explorations Academy which opens the doors to the Commons (kitchen) and the Library; (d)and inside key from Explorations Academy which opens the doors to the side rooms and backstage storage room adjoining the auditorium; and (e)a key to the BFM Quaker Administration cabinet.
2. Each Key Holder is expected to sign up for “Key” on the chore signup sheet for an average of at least one Sunday per month.
3. If illness or some other emergency prevents the signed-up Key Holder from attending meeting, that Key Holder is responsible for recruiting a substitute for that week, either from among the other current Key Holders or by contacting a previous Key Holder and arranging for that person to borrow keys to use on that Sunday.
4. In case of heavy snow or other inclement condition, the Key Holder for that Sunday is responsible for deciding by 9 am whether or not to cancel Meeting for Worship and any Second Hour activity. If the decision is to cancel, the Key Holder should immediately contact the Clerk (or Co-clerks) of the Ministry and Counsel Committee and the Directory Manager in order to activate the process of notifying Friends by telephone of the cancellation. The Key Holder should also attach a written notice of the cancellation to the door at Explorations Academy, or arrange for another Friend to do so by 9:45 am.
5. The specific setup/cleanup task list for Key Holder and Setup Helper, which changes fairly frequently, is in another document titled “Overview and Detailed Task List for BFM Key Person and Setup Helper”. A briefer version of the list is in the document “Checklist for BFM Key Person and Setup Helper”, a copy of which is kept on the chore signup clipboard at Explorations Academy. Key Holders are encouraged to keep a current printed copy of one or both of these documents at home, for reference and memory refreshment as needed.
6. Report to the Meetinghouse Liaison any concerns that should be shared with the contact person for Explorations Academy or the building owner.

Lead Key Holder: In addition to the regular Key Holder responsibilities listed above, the Lead Key Holder is responsible for maintaining and updating the two documents cited above in point 5, and for distributing newly-updated versions to the other Key Holders and to other individuals who frequently serve as Setup Helpers. The Lead Key Holder is also responsible for sending copies of the current versions of these documents to newly-appointed Key Holders each spring. Finally, the Lead Key Holder is also responsible for posting a notice on the Explorations Academy door in the event of meeting cancellation for reasons other than a weather emergency (see point 4 above), or for delegating this job if more convenient.

The number of Key Holders is determined by the number of sets of keys we have received from Explorations Academy, so this number could change in the future.

The Key Holders serve terms of two years each, with staggered terms encouraged for better continuity.

**Revised February 2017, approved April 2017.
Updated October 2017.**