



195 Mahoney Ave, Oak View CA 93022
(805) 649-1515

Key Assignment Form

Key Holder: _____ **Ministry Position:** _____

Phone No: _____ **E-Mail:** _____

Thank you for serving Jesus at Calvary Chapel Ojai Valley. It is our desire to assist you in the ministry God has called you to. The issuing of this key is one of the ways we hope to make it easier for you to do the Lord’s work around the chapel. We are called to be good stewards of all that God has provided and entrusted us with. Therefore, we are asking for your help with the following in order to ensure the security and stewardship of God’s house.

As a family who desires to serve Jesus humbly, please know that having a key is not intended to be a symbol of status, ranking, or authority. There are many trusted members of our family whose role does not necessitate being a key holder, so they don’t have one. As a trusted member of our church family who also needs a key to do what God has called you to, we are grateful to share in this stewardship together.

Please note that it is not merely the property that is a concern but the safety of all. Doors that are left unlocked or keys that are unaccounted for create opportunities for compromised safety for you or other members of our church family. Thank you again for serving on this team as we steward the Lord’s ministry together and take steps to protect those that God has called us to serve.

Please know:

- The key is not transferable. Please do not make a copy of the key or loan it to anyone. (Temporary keys and access codes are available for special needs through the church office.)
- Please notify the church office if your key is lost.
- If you move away, no longer attend Calvary Ojai, or your ministry role changes so that a key is not needed, please return your key to the church office so that it can be logged in.
- If you use your key to unlock a church door, you are responsible for re- locking that door when leaving. When there is a handoff of responsibility to another servant, please make clear arrangements to ensure the door is locked.

Note: In many cases, it is a best practice to immediately lock the door after unlocking and opening so that it will be locked automatically as the door is closed. This simple practice would resolve a lot of the issues that arise in our regular ministry week.

Signature _____ **Date:** _____

For Church Office Use Only			
Key Letter: _____	Building/Type: _____	Date Issued: _____	Date Returned: _____