First Presbyterian Church of Kirkwood

Building Access and Open Doors Policy

Purpose

First Presbyterian Church of Kirkwood seeks to be a welcoming congregation while also providing a safe and secure environment for all who participate in the life and ministries of the church. This policy establishes consistent procedures for building access during worship, programs, events, and activities involving children, youth, families, members, guests, volunteers, and staff.

The purpose of these procedures is to balance hospitality with responsible stewardship of the church's facilities and safeguarding responsibilities.

General Principles

1. The church remains open and welcoming to all persons participating in church ministries and activities.
2. Building access shall be managed in a manner that promotes the safety and well-being of children, youth, volunteers, staff, members, and guests.
3. Access procedures shall be applied consistently across ministries and events.
4. Any exception to this policy requires the express approval of the Senior Pastor.

Children's Center and Family Programming

Children's Center

For regular Children's Center operations:

- Designated entrances shall remain open during established arrival and departure periods.
- Staff members/volunteer shall be present and actively monitoring entrances during these times.
- Following the designated arrival period, exterior doors shall be secured.
- Access thereafter shall be through controlled entry at the Jefferson Street entrance only.
- Visitors, parents, contractors, and other guests arriving after the designated entry period shall use the controlled entry system.

Children's, Youth, and Family Activities

For any activity designated as primarily serving children, youth, or families:

- Designated entrance doors shall be opened for a stated period prior to the beginning of the activity.
- A staff member or approved volunteer shall be present in the area during the open-entry period.
- At the conclusion of the designated entry period, exterior doors shall be secured.
- Access thereafter shall be through controlled entry at the Jefferson Street entrance only.
- Leaders shall ensure that participants and families are informed of the entry procedures in advance whenever practical.

Sunday Worship Services

Main Entrances

The church shall utilize the established worship access procedures:

- Designated worship entrances shall be opened and monitored by ushers and hospitality volunteers prior to services.
- Doors shall remain open and staffed by ushers/volunteers during normal arrival periods.
- Main doors (Adams and Jefferson) shall remain open during worship and the duty custodian shall remain at the welcome desk, following the arrival period and in accordance with established worship procedures.
- All external doors shall be secured before the end of the worship service (traditional if both services are held), to prevent access from the exterior of the building.

Jefferson Street Red Door

To support accessibility needs:

- The Jefferson Street Red Door shall be opened one hour prior to the beginning of worship services.
- The door shall remain available for accessible entry while an usher or designated volunteer is present until the start of the service.
- The door shall be secured by the usher when the service starts and the usher leaves their post.

Evening Activities and Meetings

For evening programs, classes, meetings, rehearsals, and other church activities:

- Exterior doors shall remain secured.
- Access shall be provided through the church's controlled-entry system.
- Where doors are unlocked for 30 mins prior to entry, if children activities are taking place, they will be monitored by custodian or volunteer.
- Where appropriate participants may be provided with the appropriate access code or entry instructions as necessary.
- Group Leaders are responsible for ensuring attendees understand the access procedures.

Evening Congregational Events

For congregational events held during evening hours:

- Building access procedures shall follow the same protocols utilized for Sunday worship services whenever practical.
- Designated entrances will be staffed and monitored during arrival periods.
- Custodian at the circle desk during arrival and through the concert that can monitor the doors.
- External agencies utilizing the building shall be responsible for adherence to this policy and providing ushers.

Examples may include:

- Congregational meetings
- Fellowship events
- Concerts
- Special services
- Educational programs
- Church-wide celebrations

Exterior Door Access for Individuals

Individuals currently access the building by key for all exterior doors or by the My2N access panel for the Jefferson Ave door. The My2N app allows individuals controlled access through the Jefferson Ave doors according to their access needs.

- Door access through the My2N app will be provided to staff that work on site.

- Door access through the My2N app will be provided to members that require regular access needs outside of regular office hours
- Short term access to the Jefferson Ave doors for individuals will be by temporary security code.
- Building keys will be distributed to individuals that require access to exterior doors other than the Jefferson Ave doors. Key distribution will be monitored and approved by the Business Manager.

Exceptions

No deviation from this policy shall be permitted except with the express approval of the Senior Pastor.

The Senior Pastor may authorize temporary modifications when circumstances warrant, including but not limited to:

- Weddings
- Funerals
- Community events
- Emergency situations
- Special programs requiring alternate arrangements

Any approved exception shall be communicated to appropriate staff, volunteers, and event leaders.

Responsibility for Implementation

The Senior Pastor, Business Manager, Children's Center Director, ministry staff, event leaders, ushers, and designated volunteers share responsibility for implementing this policy.

All staff and volunteers are expected to comply with these procedures as part of the church's commitment to hospitality, safety, and responsible stewardship.

Approved by Session: 09.01.2026

Effective Date: 09.01.2026

Review Date: September 2029