A best practice document communicates how to achieve desired outcome goals for deacon activities. It describes interactions with leadership, staff and members including the timing of those interactions. We recognize that each deacon may achieve the goals through different methods using their own ability, aptitude, experiences and opportunity in serving.

Yellow highlights and/or ALL SMALL CAPS INDICATE INTERACTIONS WITH LEADERSHIP AND/OR STAFF.
Green highlights and/or ALL SMALL CAPS INDICATE DEACON COMMUNICATIONS.

➢ Key FOBs and Copy Room Keys

1. We maintain a list of deacons who have key FOBs and/or copy room keys.
   a) This list is a sheet in the "Deacon Workbook" (a Microsoft Excel workbook).
   b) The deacon chairman and the church secretary have an original or recent copy of this workbook.
      1) It is published (print and/or pdf) periodically and given to the deacons.

2. Key FOBs
   a) FOBs are issued by the church administrator. They unlock some outside doors. They also have a tag with an alarm system arm/disarm code.
   b) We maintain a list of FOB holders so that a deacon without a FOB knows which deacons could be called if he needs access to the church.
   c) Also, there have been incidents where a deacon was in the church without a code and someone left after arming the security system. He had to make calls and obtain a code to disarm the security system.

3. Copy room key
   a) This key is issued by the church administrator.
   b) Deacons who lead meetings may need to make copies when the office staff is not present.
      1) Usually, the copy room is locked when the staff is not present.
   c) We list the key holders so that we would be able return any keys issued to the church administrator if asked.

Key holders as of 12/7/2024: Dave Hermansen, Bill Vines, Dan Robertson