

## **POLICY and PROCEDURE**

### **St. Luke Lutheran Church of Sacramento, California**

**Number:** P&P-2025-1  
**Title:** TANGERINE DRIVEWAY GATE OPERATION  
**Board/Committee:** Property Board  
**Effective Date:** January 21, 2025  
**Voided Date:**

**References:** Constitution/Bylaws: C12.05(a).

**POLICY:** The Tangerine Avenue driveway gate shall be closed, but **not** locked, whenever the church facilities are not in use.

**Development:** The development of this P&P shall involve the collaboration of the Church President, Pastor, one or two representatives from the Community Concerns Board and one or two representatives from the Property Board.

**Procedures:** The following procedures are to be followed regarding the Tangerine driveway gate.

1. The first person using the church facilities, each day, is to open the gate; the last person using the church facility is to close the gate but **not** lock the gate.
2. The gate is to be left open when the facilities are in use.
3. If a church member finds the gate open, when it is known that the gate should be closed, the member should close the gate but **not** lock the gate.
4. If a church member discovers unknown individuals or vehicles within the church facilities and it cannot be **safely** determined that the situation is acceptable, the person should notify the City of Sacramento police.
5. As used in this document, a person means any church member, part-time or full-time user of the facilities, visitor, etc.

**Notifications:** The congregation members, facility users, and others shall be notified before new or revised operational procedures are effective for the Tangerine driveway gate. This may be accomplished through the *News & Views*, e-mails, Sunday announcements, etc.

**Review:** This P&P is to be reviewed at least annually. Reviews are to follow the collaboration guidelines under “Development”, above.

#### **APPROVED:**

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*Signature of Church Secretary (officer) Date Approved*

#### **VOIDED:**

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*Signature of Church Secretary (officer) Date Voided*