

Canceling Sunday Services and Meetings Policy

Date of Policy Approval: 7/11/02

Policy Updated: 10/18/2005

Policy Owner: Music and Worship Committee and RE Committee

1. Due to extremes of weather, or other emergencies that may threaten the physical safety of Church members and visitors, it may be necessary to cancel the Sunday worship and other events that occur on Sunday morning. The following factors should be considered when arriving at this decision: road conditions, parking lot conditions, visibility, or any other factor that may impair or threaten the safety of someone trying to get into the Church building.
2. The Minister will make this decision. If the Minister is unavailable this decision falls to the Chair of the Board of Trustees. If the Board Chair is unavailable the Chair(s) of the Music and Worship Committee will decide whether to cancel Church. If possible, these individuals should consult with each other on the decision.
3. A final decision to cancel Church needs to be made by 8:00 a.m. on that particular Sunday.
4. When the decision has been made, the Board Chair and Music and Worship chair(s) will be notified immediately. They will be responsible for notifying the Service Leader, Lay Leader, First Hour Facilitator, Director of Religious Education, Fellowship Chair, Choir Director, and the Chair or Facilitator of any other event or committee that is scheduled to meet at the Church building on that day.
5. If possible, a notice should be placed on the Church door stating Church is cancelled for that Sunday.
6. A message will be posted on church telephone lines announcing the cancellation of services. An effort will also be made to send a mass email to church members and friends.