

## Procedure for Emergency Cancellation of Services

Revised December 1, 2015

It is understood that there may be an extreme circumstance that would require the Society to cancel Sunday worship services and religious education classes. This procedure is to offer guidance in how to proceed in this type of circumstance.

1. Once someone has noticed that a situation has occurred that may require the emergency cancellation of worship services and/or religious education classes, they should contact the Senior Minister immediately. If you are unable to contact the senior minister, then contact the Director of Operations & Finance. The Senior Minister will have the authority to cancel services. If the Senior Minister is unavailable, the Director of Operations & Finance will make the final decision to cancel services. The Minister and the Director of Operations & Finance may gather input from other staff members in the process of making their decision.
2. Once the decision has been made to cancel the service, the entire staff should be notified immediately. Every effort should be made to speak to each staff person directly. This list includes, but is not limited to: Facilities Manager, Director of Religious Education, Music Director, Musicians, Caretakers, ASL Interpreters, Childcare Providers, Youth Ministry Coordinator, OWL Instructors, Membership Coordinator, Receptionist/Office Assistant, Communications Coordinator, Children's Choir Director, etc.
3. The Director of Operations & Finance will then make sure that the voice mail message for the Society is changed to indicate the closure.
4. The Director of Operations & Finance will then send an email to the membership notifying them of the closure.
5. The Director of Operations & Finance will also put the notice on the Society website and Facebook pages and send a notice to the WCAX cancellation email.
6. Every attempt will be made to put a sign on the door of the Meeting House.
7. If the closure lasts for more than one Sunday, this entire process will repeat as necessary.
8. A notice of this procedure will be published to the membership via the Enews Blast, Facebook and the Order of Service, in early December and again in late January of each year.