

GRACE UNITED CHURCH, Caledonia

Policy and Procedure Manual

Policy Title	INCLEMENT WEATHER	Policy Number	PPM-G7.1
Date of Approval by Council	Sept. 18, 2019		
Revision Dates	Dec. 14, 2022	Date of next Review	Dec. 2025

PURPOSE:

To outline the process to be implemented when there is inclement weather or any other situation threatening Sunday Worship Service or other church meetings or activities.

PROCEDURE:

A. Sunday Service

1. Chair of Worship & Music to contact the Chair of Council, Minister, Music Coordinator, and Custodian to discuss and make a decision by 8 pm the evening before the service.
2. Chair of Council to contact the Public Relations Coordinator to send a congregational email and place messages on the church office voicemail, the church website and Grace United Caledonia Facebook page.
3. Chair of Worship & Music to ensure the Chair of Council can make phone calls to anyone without e-mail.
4. Chair of Council should have both the email and telephone lists on file, in case the Public Relations Coordinator is unavailable.

B. Other Church Meetings or Activities

1. Leaders/organizers of each group, committee, activity, etc. have the responsibility of making their own decisions regarding inclement weather. It will be up to them to inform their people and/or contact the Public Relations Coordinator to send church-wide messages as appropriate.

C. Rental groups

Renters are responsible for making their own decisions regarding inclement weather, taking steps to inform their people, and leaving a message with the Grace office. Morning rentals may wish to consider the lead of the school boards as plowing/shoveling may not be completed in time for their events.

REVISION HISTORY:

Dec. 2022 – remove references to Telephone Convenor; replace with Chair of Council.

POLICY/PROCEDURE REVIEW:

Time Frame: Every three years

Committee Responsible: Worship & Music