

**Church Closing Policy and/or Other Emergency
Inclement Weather
February 2010
The Church of the Covenant**

The following is a policy for when The Church of the Covenant activities and worship services would be cancelled due to inclement weather and the process for how that decision would be made. Factors influencing the decision include: the safety of the members of the congregation; the ability of staff members to report in; the ability to clear the parking lot and steps for safety reasons; whether there is power, light and electricity; whether roads are clear; the closing policy of Trinity School District; and other factors.

I. Sunday Mornings:

In the event that inclement weather is predicted and especially under the circumstances where many other churches are cancelling their services the pastors and the Clerk of Session would speak by phone and make the decision by 5:00 p.m. on Saturday the day before worship on Sunday. They would E-mail the Session advising them of the decision and the reasons for that decision.

The Church Administrator would contact the TV stations and WJPA for them to broadcast our closing as well as posting it on the church website. The church phone message then is updated with the closing information recorded.

If possible a sign is posted on the entry doors into the Commons area.

In addition to the Session E-mail, E-mails would be sent to the Deacons, the Fellowship of Concern, and the Director of Music would contact the choir, the Director of Children's Ministry would contact the Sunday School Teachers (asking them to call students), the Youth Advisors would be contacted (the young people contacted by the advisors).

II. Weekdays:

In the event inclement weather is predicted and where the Trinity School District has cancelled classes for the following day the three pastors would speak by phone and also include the Director of the Preschool in the decision to cancel all church activities for the following day. The preschool has its own policy and that is to follow the closing schedule of the Trinity School district. The pastors would consult with the preschool Director to make certain the closing decisions are in agreement.

In the event there are activities of general interest, such as meetings or classes, where many people might be coming and we would not necessarily know who intends to attend, again the Church Administrator would contact the TV stations and WJPA for them to broadcast our closing as well as posting it on the church website. The church phone message then is updated with the closing information recorded.

In the event there are activities of specific and limited interest, (say, just one activity scheduled or just one committee meeting scheduled) a phone call would be placed to the leader/ chair and they and the staff rep would be asked to make phone calls to likely attenders. We would not broadcast our closing where it would only have limited effect and direct contact would be more effective.

SDB 02/09/10 revised: 02/23/10