

Cedar Lane Unitarian Universalist Church
Operational Procedure

Subject: **Snow or Weather Cancellation**
Effective Date: **January 2018**

Number: #124
Approved By: Senior Staff

The safety of CLUUC congregants and is of utmost importance. Worship services, RE and other activities will be cancelled if it is determined that conditions are unsafe for travel. Generally, CLUUC will cancel services and other activities if the Montgomery County school system closes its facilities. However, other factors may result in a decision to close that are independent of the Montgomery County school system.

On Sundays and for other scheduled worship services:

- The Senior Minister or the Executive Director may decide to cancel worship services. If neither of them is available, the Assistant Minister may make the decision. The Senior Minister and Executive Director will consult with the Director of RE regarding cancellation of Religious Education (RE) classes. A decision to cancel Sunday worship and/or RE will be made by 7 a.m. The Senior Minister, Assistant Minister, Director of Music or Executive Director may cancel other activities.

For all other times:

- In the case of inclement weather occurring Monday through Saturday or any evenings, the Montgomery County School System delays and closures will be followed. For morning activities and rentals if there is a two hour delay the morning activity will be cancelled. In the case of a school closure the building will be closed. If there is a school closure all non facilities staff are encouraged to work from home.
- In the case that the CLUUC campus conditions are of concern but the school system has not decided to close the decisions regarding evening activities will be made by the Senior Staff by 4 p.m. For evening Choir activities the Director of Music will make the decision and communicate it to the staff, the appropriate choir and/or music groups. For all other activities, the Senior Minister and the Executive Director will determine the need to close.
- As soon as a decision is made to cancel any activity due to inclement weather, the Executive Director or designee will record an announcement on the voice mail system and place a notice on the cedarlane.org home page as well as sending out a notice of the closure via email. If the Executive Director is unavailable, the

Communications Director will be designated to cover. The Communications Director will notify renters of the need to close the building.

- If weather conditions are questionable but worship services, RE or other activities will continue as normal, the Executive Director or designee will record a voice mail update and place a website announcement to that effect. Weather-related notices may also be placed on Facebook and Twitter and an e-mail sent to the CLUUC e-mail list.

