



印城華人教會

Chinese Community Church of Indianapolis

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## EMERGENCY CANCELLATIONS POLICY DUE TO INCLEMENT WEATHER

During inclement weather, the church activities will need to be cancelled. The decision to cancel church activities is a collaborative process that may involve Facilities Operations (Administration team: Building Supervisor, and Secretary), the Pastoral Staff, and Administration Deacon. In the situation of canceling Friday night's activities, consultation will be made to small group deacon, the leader of AWANA before a decision can be made.

The decision to cancel church activities will be made as early as possible for any day that is affected by severe weather. There are a number of factors that are considered in this process, including the forecast from the National Weather Service, inclement weather in the immediate vicinity of the church, local road conditions and the ability to properly clear church walkways and parking lots. The assessment of the situation of the church (driving through from the lower level of parking lot to the upper level, and walking on the parking lot) will also take into account. Any part of the district is dangerous, the decision to cancel will be made. The administration deacon concludes the decision based on the factors list above and the advisory of the Pastoral Staff. Once the consensus to cancel has made, the Administration Deacon will talk with Chair of Deacon Board and Chair of Deacon Board will inform elders. The Chair of Deacon Board takes action to announce the cancellation of activities to secretary for *notification procedure*.

There is no exact science to predicting the weather. The conditions that each storm is different, some are more challenging than others to manage. In the emergency condition within limited time period, the Pastoral Staff and the chair of Board will make decision. Though it is impossible to describe precisely the conditions that may warrant interrupting church activities, the people involved in making such determinations will consider both church responsibilities and the physical welfare of all members of church. Notification procedure: The church activities are cancelled means that no activities will be held on the day or night indicated, and such notices will be disseminated by the staff (secretary) via email to all church members, phone call to the leader of small groups, post on the home page of church website and post on the main entrance of church.