

CROSSROADS COMMUNITY CHURCH

SNOW AND EXTREME WEATHER POLICY

A. FOR CLOSING THE CHURCH OFFICE ON WEEKDAYS

1. The status of the church office (open, delayed, or closed) will be the same as the Douglas County School District. Everyone should seek out what DCSD has decided (web site, television stations, etc.) to determine the status of the church office.
2. The Worship Arts Pastor will determine if a notice on the web site regarding a delay or closure is needed for the public.
3. The **Executive Pastor of Operations** will send an all-staff email before 8:00 am confirming the status of the church office.
4. If the church office is closed, all ministries scheduled for that day will be cancelled.
5. The **Executive Pastor of Operations** will determine if the recorded phone greeting for the church's main phone number needs to reflect the cancellation.
6. The status of any evening activities will be left up to each **ministry leader** to determine if the activity will continue as planned unless directed otherwise.

B. FOR CANCELLATION OF ANY WEEKEND WORSHIP SERVICES

1. The **Lead Pastor** will make the determination, in consultation with either the **Executive Pastor of Ministry** or the **Executive Pastor of Operations**.
 - If the Lead Pastor is away, the Executive Pastor of Ministry will confer with the Executive Pastor of Operations and the Worship Arts Pastor considering all other staff members impacted and decide.
 - For Saturday evening worship services, a decision will be made by 1:00 pm if possible. For Sunday morning worship services, a decision will be made by 7:30 am if possible.
2. The **Executive Pastor of Ministry** will notify the **Worship Arts Pastor** and any volunteer ministry leaders with ministry activities planned on the affected day, as well as each of his direct reports.
3. The **Worship Arts Pastor** will notify the web site person to place a cancellation notice on the web site and arrange for an all-church email to be sent.
4. The **Executive Pastor of Operations** will send an email to all of the staff and CLC.
5. **Each staff member** should check his/her email for official notification and then notify all volunteers and known regular attenders that were scheduled to serve or attend.
5. The **Executive Pastor of Operations** will determine if the recorded phone message for the church's main phone number needs to be changed to reflect the cancellation.

C. FOR CANCELLATION OF ANY WEEKDAY EVENING OR SATURDAY AND SUNDAY (non-worship) PROGRAMS

1. The **Executive Pastor of Ministry** and the **Executive Pastor of Operations** will confer and make the decisions about any cancellations. For evening programs, the decision will be made by 3:00 pm if possible. For Saturday and Sunday programs, the decision will be made by 6:30 am if possible.
2. The **Executive Pastor of Ministry** will check the church calendar and notify all ministry staff having any programs that evening. **Pastors/Directors responsible for various programs** in the building will call their leaders/volunteer staff. The **Worship Arts Pastor** will notify the web site person to place a cancellation notice on the web site and arrange for an all-church email is to be sent if necessary.
3. **Executive Pastor of Operations** will determine if the recorded phone message for the church's main phone number needs to reflect the cancellation.
4. The **Administrative Assistants** (Monday – Thursday) or other staff will post signs on appropriate doors to announce cancellations (use painter's tape only please.)

This policy shall be reviewed at the first CLC and staff meeting in **September** to be sure all participants are aware of the policy and their related responsibilities.

This policy is available on the "Staff Resources" page of the church's web site and the Crossroads Intranet (All Staff>Staff Docs>Policies and Processes>Facilities)

Reviewed and updated: December 1, 2021