

CHURCH CLOSURE PROCEDURE

Closure Criteria

The primary criteria for temporarily closing the church are associated with safety. These include:

1. Is there safe access to the church, to include consideration of both driveways and walkways? If no, the church closes.
2. Is there power in the church? If no, the church closes.
3. Is the Washington State Patrol asking persons to stay off the roads? If so, the church closes.

These are just a few criteria for closing. The decision makers may be asked to make a call based on their best judgment, even if none of the above apply.

Decision Making

The chain of command for making the decision to close the church, based on their availability, is:

1. Minister
2. Buildings & Grounds Chair
3. Other staff who are at the church, such as Director of Religious Education, Director of Lifelong Learning and Office Administrator.
4. Board President

If a committee cancels their activities for an evening due to weather conditions, they will both email and phone the office and the minister.

If a decision is made to remain open, WUUC encourages each person to make their own safety a priority. The church congregants, friends and staff live in a wide range of areas which may be affected differently, particularly when it comes to weather. If congregants feel that there is any danger posed by traveling to the church, they are encouraged to stay home.

Communication Process

In the event of a closure of the church, communication will be made three ways:

1. An all-church email will be sent.
2. The website will be updated with closure information.
3. The phone message will be changed to indicate the closure.

Please check your communication method of choice frequently as the situation may change. If there is no information given about a closure, please assume the church is open. We will attempt to ensure that any decision is communicated if closure might be ambiguous, but the default is open, unless otherwise noted.

Training

The Office Administrator will ensure that all staff and the chair(s) of the Communication Committee will be trained in the above procedure and will update the list of trained personnel yearly.