



Stairs Memorial United Church
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Worship Cancellation Policy

Approved at Executive Council: September 25th, 2023

Modified/Revised: _____

PURPOSE

We, at Stairs Memorial United Church, know that gathering together is an important part of our faith formation as well as community. Unfortunately, we also know that there will be times when worship cancellation due to unforeseen circumstances (i.e., weather, power outages, flooding, sickness, etc.) can occur. Therefore, it is important to be able to communicate this to the wider church community in the most efficient manner.

POLICY

If there is a reason to cancel worship due to unforeseen circumstances (i.e., weather, power outages, flooding, sickness, etc.), a worship cancellation decision needs to be made in a timely and efficient manner. This policy will outline the plan and process, as well as the roles and responsibilities of all those involved with worship cancellation.

PROCEDURE

1. The minister and executive chair will be in consultation with each other regarding if cancellation of worship is necessary. For Sunday Morning Worship, the decision will need to be made by Sunday morning at 7:30am at the latest, unless it is an emergency. All other notifications of worship cancellation will be made as soon as possible.
2. Once it has been determined by the minister and executive chair that a decision to cancel worship is necessary, the minister or executive chair will contact the Office Administrator immediately after the decision has been made. They will implement the following:
 - Change the church voicemail with a message indicating church has been cancelled.
 - Post a notice of worship cancellation on the Stairs Facebook page (another assigned Facebook Page Admin can do this as well).
 - Send out a congregational email via mailchimp notifying everyone on our mailing list that worship has been cancelled.
 - Change the message back on the voicemail back to its regular voicemail by no later than the next day (Monday).

Faith that Matters, Love that Matters, Community that Matters