

JRUUC Procedures for Cancellation of a Worship Service or Congregational Event

1. The decision to cancel a worship service or congregational event rests with the leaders of the service or event. Members of the congregation should use their own discretion about attendance.
2. Leaders will cancel or relocate a service or event if the building is not suitable for occupancy for any reason, including the following:
 - a. Structural damage to the building. If the physical integrity of the building has been compromised by significant damage to the roof, walls, or foundation, the building would be deemed unsafe and the event should be cancelled or relocated.
 - b. Mechanical systems failure. If the electrical, water, or sanitary sewer service is lost, the building would be unfit for occupancy and the event should be cancelled or relocated.
3. In case of inclement weather, leaders are advised to consider whether cancellation, continuation with low attendance, or a substitute informal service or event led by another member is appropriate given the following:
 - The importance of high attendance at the service or event. For example, high attendance at the annual congregational meeting is important.
 - Effect of the weather condition. Is it hazardous to drive but safe to walk several blocks?
 - Availability of a key-holding member who lives nearby and wants to open the building.
4. Leaders will alert or recruit others to alert potential attendees in as many of the following ways deemed appropriate for the situation, listed here in order of priority:
 - a. Post on the Facebook Members and Friends group.
 - b. Call people signed up for a responsibility on the JRUUC Sunday Responsibilities spreadsheet.
 - c. Place a sign on the front door.
 - d. If a cancellation decision is made when the Office Administrator is on-site, send an email message to the newsletter distribution list.
 - e. Attempt to change the out-going message on the JRUUC phone, informing callers of the cancellation.
 - f. Contact one of our web administrators to post a notice of cancellation on the JRUUC home page and Facebook page. Names of web administrators are found in the Board binder.
 - g. Contact one of our administrators to send a message regarding cancellation via Twitter.
 - h. Contact local media outlets via e-mail to announce the cancellation. Local media outlets include: tips@channel3000.com, news@wkow.com, news@nbc15.com