

## JRUUC Policy for Cancellation of Worship Service and/or Congregational Events

1. The decision to cancel a worship service or congregational event rests with the leader(s)/convener(s) of the service or event. ***Members of the congregation should use their own discretion about attendance.***
2. Situations in which cancellations are advised include but are not limited to:
  - a. Weather emergencies; The leader(s)/convener(s) of the service or event should consult with each other about the likelihood of being able to safely reach the church. If two or more agree that travel is not advisable, the event should be cancelled.
  - b. 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.
  - c. 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.
3. When a decision to cancel has been made, the leader(s)/convener(s) will alert potential attendees in as many of the following ways as possible, listed here in order of priority:
  - a. Attempt to change the out-going message on the JRUUC phone, informing callers of the cancellation. Instructions for changing the message can be found in the Board binder. (In process as of March, 2015.)
  - b. Contact one of our Facebook administrators to send a message regarding cancellation via Twitter and Facebook.
  - c. If a cancellation decision is made when the Office Administrator is on-site, initiate a congregation-wide e-mail message regarding the cancellation.
  - d. Contact one of our web administrators to post a notice of cancellation on the JRUUC home page. Names of web administrators are found in the Board binder.
  - e. Contact local media outlets via e-mail to announce the cancellation. Local media outlets include: [tips@channel3000.com](mailto:tips@channel3000.com), [news@wkow.com](mailto:news@wkow.com), [news@nbc15.com](mailto:news@nbc15.com).
  - f. Place a sign on the front door. In the event that leader(s)/convener(s) cannot be on-site, they should attempt to contact a member living within a ½-mile radius of our building who would be able to come to the building to post a sign and if possible to remain on-site for up to 30 minutes after start time of service or event.