

## First United Church Policy Manual

Policy title: Cancellation

Policy statement: Scheduled church services, events and meetings may be cancelled from time to time. It is important that members, adherents and the community be advised of cancellations in an effective and timely manner.

Policy objective: The purpose of this policy is to inform members, adherents and staff of the protocol on how cancellations decisions are made and announced.

Policy directives:

### 1. Church services:

- Scheduled services will generally only be cancelled for extraordinary or emergency reasons.
- The Minister of Word, Sacrament and Pastoral Care will confer with one of either the Chair of Council or the Chair of Worship Committee to make a decision to cancel or not. Should the Chair of Council or the Chair of Worship be unavailable for conference then the Minister of Word, Sacrament and Pastoral Care may make the decision. Persons authorized to be in an acting capacity for the any of these three officials are deemed authorized to participate in the decision process.
- For regular Sunday morning services a decision will be made by 8 am if possible.
- For services at other times on Sunday or days other than Sunday a decision will be made at least two hours prior to starting time, whenever possible.
- Decision makers will announce or advertise their decision by the most efficient and effective ways possible. This may include contacting appropriate commercial radio station(s) to have it included on public service announcements; putting the decision on the church office telephone answering machine; putting it on the church's website if possible, posting a written notice on the main door of the church, and if practical emailing the congregation.

### 2. Church general meetings: i.e. annual, congregational

- The Chair of Council in consultation with the Executive of Council may make a cancellation decision in this case.
- Decisions will be made at the earliest possible time.
- Decisions will be announced by posting on the Church website if possible, announcing in church, putting in the Sunday service bulletin and if practical emailing the congregation.

3. Committee meetings and Choir practice/rehearsal:
  - Committee Chairs and the Minister of Music make cancellation decisions.
  - Chairs and Director to inform committee/choir members by the most convenient manner: in person contact, email, telephone at the earliest opportunity.
  - Chairs to notify the church office at the earliest opportunity.
4. Church sponsored events: e.g. music concerts, yard sales, meals.
  - Chief event organizer makes cancellation decisions.
  - Event organizer(s) notify members and public in the most effective and practical manner possible.

Accountability: Chair of Council, Chair of Worship Committee, Minister of Word, Sacrament and Pastoral Care, Executive of Council, Committee Chairs, Minister of Music, Event Organizers.

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