



Church Service Cancellation Policy

Closing Due to Weather Conditions

A decision to cancel a church service, due to weather conditions, will be made by the Senior Pastor. In his absence, that decision will be made by the Executive Team. The decision will be made at least 2 hours prior to the service time.

Current Process

- The Senior Pastor will contact the Executive Assistant
- The Executive Assistant will notify the
 - Executive Team
 - Campus Pastors
 - Change the main greeting on the phone system to reflect the cancellation
 - Call WBCH radio, Ch. 8 WOODTV and Ch. 13 WZZM to report the cancellation
- The Executive Pastor of Family Ministries will do the following:
 - Get the information on the website & Social Media
- Executive Team will be responsible to make calls to their staff (see org chart) and volunteer leaders.
- In the fall of each year, the plan will be relayed to All Staff

Closing Due to Any Other Reason

A decision to cancel a church service, due to a building issue such as a power outage, flooding or fire, will be made by the Senior Pastor. In his absence, Executive Team will make the decision. If you are in the building at the onset of such a building issue, please call the Executive Assistant or the Director of Maintenance.

Current Process

- The Senior Pastor will contact the Executive Pastor.
- The Executive Pastor will notify the
 - Executive Team
 - Campus Pastors
 - Change the main greeting on the phone system to reflect the cancellation
 - Call WBCH radio station, Ch. 8 WOODTV and Ch. 13 WZZM to report the cancellation
- The Executive Pastor of Family Ministries will do the following:
 - Get the information on the website & social Media
- Executive Team will be responsible to make calls to their staff (see org chart) and volunteer leaders.