**St. Luke's “Call to Close” Policy**  
  
**Purpose:**

This document outlines the procedures to cancel a Sunday Service, Church event or close the Church Office.

**Description:**

There may be occasions where winter weather may cause the cancellation or postponement of a Church Service or Church event. An alternate time or date may be scheduled at the time of cancellation. Also, there will be days when the weather or road conditions will force the closure of the church office during normal business days. These procedures will safe guard the St Luke’s family and the community when attempting to attend a function at the church during severe weather. Sickness of the Minister and Admin Assistant may require a “Call to Close”.

**Conditions:**

There are three conditions where the church and/or church office will be closed. These are:

1. Severe snow fall (150 mm +);
2. Freezing rain;
3. Conditions within the Church parking lot (icy or unplowed); and
4. Sickness of personal.

**Procedure:**

In the event the forecast for Sunday is bad weather, hourly forecast should be checked on line for Halifax and other areas of the Province that may impact Church personal ability to attend Sunday’s Service or Church event. The following should be followed:

Snow fall and freezing rain:

1. The Chair of Council (C of C), Worship Chair and Minister should confirm with each other the night before any bad weather that may impact the attendance of church members to the next day Service. This should be done at 8:00 pm the night before and confirmed by e-mail. Responses should be to “Reply to all” so that everyone knows who has seen the e-mail.
2. On the day of the service, the minister should confirm with the Chair of Council the weather and road conditions that may affect their ability to attend that day’s church service by 7:30 am. **by phone** not e-mail.
3. The Chair of Council will confirm with Worship Ministry whether the service will be cancelled. The C of C will confirm with the minister **by phone** before 8:00 am the status of the service.
4. The Communications Ministry will update the Website and Face book for those members who use these electronic devices by 8:30 am.
5. C of C will issue an e-mail to all Church members notifying them of the service cancellation by 8:15 am.
6. If a Sunday morning service is cancelled, it can be rescheduled for 4:00 pm Sunday afternoon provided the forecast of any existing weather condition clears by noon. This may not always be possible depending on the availability of the contractor to plow the parking lot and clear the steps.
7. Office closures will co-inside with school closures.

Parking Lot Conditions:

1. When the parking lot conditions are not favorable for St Luke’s members to travel on, one of the Property Ministry Co-Chairs will advise the C of C of these conditions. C of C will notify the Worship Ministry Chair to confirm the Service is cancelled. C of C will notify the minister and the members of the cancelation.

Sickness:

1. Minister: To contact either of the C of C, Worship Ministry Chair or Chair of M&P **by phone.** From there Church members will be notified of any cancelation or alternative arrangement for the service.
2. Admin Personal: To contact the Minister or Chair of M&P **by phone** to advise them of their sickness. If a fill-in for the office is required, the minister will contact someone form a list of volunteers who will fill in when the Admin Person cannot be in the office.

If a cancellation or closure is necessary, the phone voice message will be updated by the Admin Assistant or the Minister.

Roger P. Cooke

Chair of Council

17 Dec 2016