

## Cancellation Policy

Winter weather can be unpredictable. A sudden snowstorm can force a last-minute change of plans. This is true at the church as well. Please keep this policy handy for your reference.

When such events occur, the following policy determines who makes the decision to cancel and how that decision is communicated:

1. The Moderator, Moderator-Elect, and Pastor(s) will consult with one another if it appears necessary to cancel worship or other activities and are empowered to make the decision, if, in their judgment, the situation warrants cancellation.
2. Following the decision to cancel Sunday morning events, the following people will be contacted:
  - a. Christian Education Director
  - b. Director of Music Ministries
  - c. Custodian/Caretaker
  - d. Person/group in charge of coffee hour
  - e. Head Usher
  - f. Chairs of church boards
  - g. Any others with Sunday morning responsibilities
3. Each of these persons will contact others as appropriate (Music Director – Choir(s); Christian Education Director – Teachers, Nursery personnel; etc.)
4. For all other cancelled events, the appropriate person(s) or group will be consulted and/or contacted.
5. If the Madison School System is closed, then all children's and/or youth events are cancelled.
6. Notices of cancellation will be posted in the following places:
  - a. The church telephone voice-mail system (608-233-9751)
  - b. The church website ([www.firstcongmadison.org](http://www.firstcongmadison.org))
  - c. The church Facebook page
  - d. WISC-TV ([www.channel3000.com](http://www.channel3000.com))
  - e. WMTV-TV ([www.nbc15.com](http://www.nbc15.com))
  - f. WIBA-AM ([www.wiba.com](http://www.wiba.com))
7. Emails to First Congregational UCC member and friends for whom we have email addresses, if possible.
8. Members and friends may call pastor(s) to check on the status of worship services and other events. Keep

this policy in mind before venturing out for a church event during bad weather.

