

Policy Manual

Elgin Evangelical Free Church

Guidelines
for Church Cancellation during
Inclement Weather

POLICY ADOPTED BY THE ELDER BOARD
Draft 2024

When there is a **possibility** of a church closure for weather-related reasons, **the church leadership (senior pastor, elder chairman, or elders)** will discuss and make a decision concerning the safety and well-being of the congregation while monitoring the weather conditions.

Specifically, congregants will receive one of the following messages:

- If a **decision can be made the night before**, communications (email, website posting, and social media post) will be sent by 9:30 p.m.
- If a **decision is made in the morning**, the elders will communicate with the congregation **by 6:30 a.m. on Sunday of the possible cancellation by email, website posting, and social media post.**
- The senior pastor or the elder chair will communicate directly with any ministry leaders that will have people serving in the morning.
- Ministry leaders will be responsible for contacting anyone on his or her team serving that morning.
- If **church runs as normal**, the elders will send a follow-up email by 6:30 a.m.

Other items that elders may consider:

Alternative Worship Options:

- If feasible, leadership may provide alternatives for worship, such as online services or recorded messages.

Building Access and Security:

- Elders will clarify whether the church building will be completely closed or if certain personnel will have access.