



<b>Title: Cancellation of Worship Services</b>
<b>Policy #: 12</b>
<b>EXPIRES: When Replaced</b>
<b>ISSUED BY: Church Council</b>
<b>SIGNED:</b>

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## 1 History

VERSION	DATE APPROVED	UPDATED BY	PURPOSE FOR CREATION/UPDATE
1.0	12/2010		NEED STANDARD COMMUNICATION PLAN WHEN WORSHIP SERVICES NEED TO BE CANCELLED
2.0	12/2011	S. TRAKEL	UPDATED TO INCLUDE NEW STAFF
3.0	8/2017	S. TRAKEL	SIMPLIFY PROCESS WITH NEW TECHNOLOGY

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## 2 Scope

This policy is part of St. Paul Lutheran Church's organizational policies. This policy applies to all congregation and community members.

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## 3 Policy

The Senior Pastor will determine if worship services need to be cancelled. The cancellation may be due to inclement weather, power outage, etc, to the discretion of the Senior Pastor.

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## 4 Procedure

1. The Senior Pastor will contact The Director of Church Administration if the event worship will be canceled.
  2. The Director of Church Administration will arrange to have the information posted as follows:
    - a. Send a text message to all subscribers
    - b. Post it on the website
    - c. Record it on the church telephone cancellation line
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## 5 Forms

None