



UUCL Service Cancellation Policy

Canceling a worship service is a serious action and not to be taken lightly. Many congregants and visitors travel long distances to attend services and need timely information. Services are most often cancelled due to inclement weather conditions; in addition to the obvious excessive snow, other considerations are cold (wind-chill), icy roads, etc.. The decision is largely a judgment call based on conditions.

The Board President or their designated alternate will coordinate with the Minister and Chairperson of the Worship Committee to make a determination to cancel a service. The decision should ideally be made by Saturday evening. If not, the decision should be made as early as possible (before 8 am) on Sunday morning to be able to inform those who travel long distances.

UUCL Service Cancellation Procedures

Worship Committee Chair and Board President consult on the decision and determine who will take the following actions:

1. Notify guest speaker (as applicable)
2. Notify music provider(s) – Choir leader and pianist (as applicable)
3. Update the VOICEMAIL with the “extended absence message” feature
 - a. “Turn off” this message later in the day
4. Post a notice to the UUCL-Discussion Group and UUCL-List
5. Notify the webmaster to put a banner on the homepage announcing the status.
6. Notify Minister
7. Notify Religious Education staff (DRE, babysitter, etc)

This policy approved by the Governing Board on Jan 10, 2011, a quorum being present.

Date Change