

## **Weather Cancellation Procedures**

### **Weekend Services:**

**Point Person:** Executive Pastor (in consultation with Exec)

- Executive Pastor will make the decision four hours prior to service time.
- Executive Pastor will send a BCC email to [Teams@cedarcreek.tv](mailto:Teams@cedarcreek.tv) for internal communication purposes.
- Executive Pastor will send a short, direct email through Rock to CedarCreek actives email list to inform our congregation of the cancellation.
- Executive Pastor will ensure external media is informed as well as the CedarCreek Social Media Director (or Executive Director of Marketing & Media).
- In Executive Pastors' absence another Executive Team member will become the point person.

### **Events (Not Weekend Services):**

**Point Person:** Executive Pastor (in consultation with Exec)

- Executive Pastor will make the decision at least 4 hours before the event is scheduled to take place.
  - Ideally the decision needs to be made by 1PM on the day of an evening event.
- Central Ministry Director for the event and Campus Pastors will advise, but will need to defer to Executive Pastor to make the decision.
- Once a decision has been made, the Executive Pastor will either:
  - Send a BCC email to affected staff and DreamTeam members for internal communication purposes
  - or
  - Delegate this email to Central Ministry Directors and Campus Pastors
- Executive Pastor will determine if further email blasts are needed and who will send them.
- Executive Pastor will ensure external media is informed as well as the CedarCreek Social Media Director (or Executive Director of Marketing & Media).
- In Executive Pastors' absence another Executive Team member will become the point person.

### **General Guidelines:**

- Level 3 Snow Emergency in county of your campus: Campuses will close.
- Level 1 or 2 Snow Emergencies in your county: Could cause difficulty at your campus, but services will go on as scheduled.

- Each campus will try to adjust on a case-by-case basis.
- The Executive Pastor may cancel at Level 1 or 2 if it is believed that we may be moving toward a Level 3 Snow Emergency.
- If Wood County is a Level 3, but Lucas or Hancock are not, the open campuses can use the video backup and still hold services.
- School closures will not guarantee a cancelled event. If roads have improved, or are expected to improve, by the time of the event occurs.