# Weekend Services:

Point Person: Executive Director (XD) of Campuses (in consultation with Exec)

* XD of Campuses will make the decision by 1PM on Saturday and 5AM on Sunday.
* XD of Campuses will send a BCC email to [Teams@cedarcreek.tv](mailto:Teams@cedarcreek.tv) for internal communication purposes.
* XD of Campuses will send a short, direct email through Rock to CedarCreek actives email list to inform our congregation of the cancellation.
* XD of Campuses will ensure external media is informed as well as the CedarCreek Social Media Director (or XD of Arts).
* XD of Min. Services will be the point person in XD of Campuses’ absence.

# Events (Not Weekend Services):

Point Person: Executive Director (XD) of Campuses (in consultation with Exec)

* XD of Campuses 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.
* Senior Director(s) of Ministries who speaks into the event and Campus Pastors will advise, but will need to defer to XD of Campuses to make the decision.
* Once a decision has been made, the XD of Campuses will either:  
  -Send a BCC email to affected staff and DreamTeam members for internal communication purposes  
  or  
  -Delegate this email to a Senior Director of Ministries, Campus Pastor, or Project Manager.
* XD of Campuses will determine if further email blasts are needed and who will send them.
* XD of Campuses will ensure external media is informed as well as the CedarCreek Social Media Director (or XD of Arts).
* XD of Min. Services will be the point person in XD of Campuses’ absence.

General Guidelines:

* Level 3 Snow Emergency in county of your campus: You are closed. (We will only close for Level 3.)
* 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 XD of Campuses 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.
* (Midweek) School closures will not guarantee a cancelled event. If roads have improved, or are expected to improve, by the time of the event, it may occur.