

# Christ Lutheran Church

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## CLC Facility Closing Policy

Revision 1

**Purpose:** The purpose of this policy is to ensure closing of the church facility is effectively and timely communicated to the members.

**Scope:** Facility related closing. Examples may be inclement weather, HVAC and utility failures, property access, etc.

**Responsibility:** The President is responsible for making the decision to close the facility. In case the President is unavailable the responsibility falls to the Vice President.

**Consulted:** The President should consult with the Pastor, custodian and/or property chair prior to making a decision.

**Informed:** Congregation and third party groups listed on the calendar.

**Policy:**

1. When the facility is closed, all events on the property shall be cancelled for that day and evening and the facility shall reopen the next day, unless the President decides to open the facility earlier.
2. The President shall make a best effort to communicate a decision a minimum of two hours prior to scheduled events (primarily Sunday Services, weeknight meetings and events).
  - a. Once the closing decision has been made communication outlets shall be notified. The President may delegate who implements the closing process and who contacts the communication outlets.
  - b. A Facility Closing Communication Outlet Contact Form (communication form) that includes contact information, phone numbers, usernames and passwords shall be maintained by the church office and shall be readily available to the President.
    - i. The church office shall review the communication form on an annual basis.
  - c. In the case Wyoming Public Schools are closed then all CLC children's activities for that day shall be cancelled.

**Revision History:**

Revision 1: Approved June 10, 2014