

*Unitarian Universalist Church of Annapolis*  
*Administrative Policy*  
*Sunday Snow Policy and Procedure*  
*October 8, 2013*  
*Modified on December 24, 2018*

During the course of the year, inclement weather may result in the cancelation of Sunday church services. A clear process shall be established for making a timely determination as to whether or not Sunday services will be canceled and for notifying professional and volunteer staff, and worship attendees. This process will be initiated by the minister leading worship for that particular Sunday.

Sunday services and church school will be canceled by 6:30 a.m. Sunday morning when:

1. There is more than 3 inches of snow and
  - North Lawrence Avenue is not passable
  - The church parking lot is not plowed
  - Walkways are not shoveled
2. Or, there is less than 3 inches, but it is snowing and snow is accumulating, and the forecast is for the snow to continue with accumulation over 3 inches.
3. Or there is an ice storm and conditions are similar to #1 – impassable roads, parking lot and walkways.

When Sunday services and church school are canceled, then a designated staff person(s) will:

- Change the church auto-attendant greeting immediately (see below).
- Call WNAV-AM 1430 at 410-267-7777
- Call WBAL-AM 1090. Only the ministers and the Business Administrator are authorized by WBAL to request announcements for emergency closings.
- Provide an announcement on the homepage of the church website
- Contact with various staff and musicians will be made according to the attached flowchart.

**Instructions to activate a time-sensitive telephone greeting:**

**Dial the Church's telephone number 410-266-8044**

**When you hear the auto attendant, dial your three digit extension**

**Press \***

**Enter 999**

**Enter 0000#**

**Press 9**

**Press 3 to record an auto attendant greeting**

**1 to listen**

**2 to record new message**

“This is the Unitarian Universalist Church of Annapolis. On Sunday, (date), there will be no 9 a.m. or 11 a.m. church service or church school. Afternoon and evening activities are canceled. Please refer to our Inclement Weather Closings Policy, as posted on the church website, and in the *Highlights* newsletter for further information.”

**# to save**