

# First Parish in Concord

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## Weather Cancellation/Closure Policy

Updated March 2023

### Situation

First Parish in Concord will *definitely* close

- ✳ When the National Weather Service issues a major storm warning for this area, including predictions of poor travel conditions.
- ✳ When the state government requests people refrain from travel.

First Parish will *likely* close

- ✳ When the Town of Concord closes schools or Town buildings.

### Decision

If a closure decision is not obvious, the senior minister and director of finance & operations will confer with:

- ✳ For Monday through Saturday: the facilities manager and other impacted staff.
- ✳ For Sunday morning: the facilities manager and other impacted worship staff.

Discretionary cancellation/closure decisions will be based on safety, including a storm's timing, intensity, and location.

Decisions about when to reopen will be based on weather, snow and ice conditions, visibility, driving and walking safety, parking, etc.

If closed in the morning and/or afternoon, First Parish may reopen for afternoon and/or evening activities.

### Procedure

Church cancellations/closings or delayed openings will be communicated promptly to the rest of the staff and impacted congregants.

For a weekday storm

- ✳ The director of finance & operations will inform other staff and impacted volunteers and will update the FP website and phone greeting.
- ✳ The facilities manager will inform weather-related and other impacted service providers and other scheduled building users.

For a Sunday morning (or severe) storm

- ✳ The director of finance & operations will inform other staff, update the FP website and Facebook page, email blast an announcement, and change the phone greeting.
- ✳ The minister of religious education will inform other RE staff, volunteers, and families.
- ✳ The music director will inform affected music staff, adult singers, and guest musicians.

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- ✿ The facilities manager will inform impacted service providers and ushers; audio/video/Zoom technicians; and other scheduled building users.
- ✿ The minister for social action will notify impacted social action candle and Share the Plate recipient speakers.
- ✿ The director of finance & operations will activate three online TV/radio listings (Channel 4 CBS TV/WBZ radio, Channel 5 WCVB TV/used by WBUR radio, and Channel 7 NBC TV/WHDH radio).