Weather Cancellation/Closure Policy
Updated January 2024

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 the congregation.

For a weekday storm
- The director of finance & operations will inform other staff.
- The web and office administrator will update the FP website and Facebook page, email blast an announcement to the congregation, inform impacted volunteers, and change the telephone 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, in addition to the above,
- The minister of religious education and/or the assistant director of religious education will inform other RE staff, volunteers, and families.
The music director will inform affected music staff, adult singers, and guest musicians.

The facilities manager will also inform impacted audio/video/Zoom technicians.

The minister for social action will notify impacted social action candle and Share the Plate recipient speakers.

A designated member of the worship staff will inform any impacted guest ministers.

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).