



M I C H I G A N M I N I S T R Y N E T W O R K

INCLEMENT WEATHER
CHURCH PLAYBOOK

Canceling a service is a difficult decision. We always want to gather, but at times, we have to weigh the safety of the church against meeting. This is where it can be challenging and makes the decision difficult.

Cancellation should be limited only when necessary, but as much as we try to avoid it, there are times when we have to cancel a service.

The only thing worse than canceling is not effectively communicating the information to the church. Having people make it through the weather to attend only to find out it is closed creates anger and frustration toward church leadership.

When we do have to cancel, it is essential to have a clear communication plan in place.

This playbook can guide you in creating a plan you can send to the church's congregants. It is suggested that you do so at the beginning of winter and throughout so your church knows where to go to get information if services are in question.

Of course, this must be adjusted based on your local church.

SERVICE CANCELLATION PROCESS

(INSERT CHURCH NAME)

Weather is unpredictable and can change rapidly. At (INSERT CHURCH NAME), we make every effort to maintain our ministry during inclement weather while also considering the safety of those we serve.

Occasionally, this may result in the cancellation of regularly scheduled services or events.

Sunday morning worship services will be canceled at the discretion of the Lead Pastor in cooperation with the Pastoral Staff. In ordinary circumstances, the decision to cancel a service will be made by 7:30 a.m. and will be communicated to the congregation as quickly as possible through the following communication channels:

- (INSERT CHURCH WEBSITE) will be updated to reflect the cancellation
- The church office voicemail system will be updated to reflect the cancellation
- An email will be sent to anyone who is signed up for the e-blast
- Social media will be updated (including the public Facebook pages, the private (INSERT CHURCH NAME) Facebook group, Instagram and Twitter)
- A push notification will be sent to all users through the (INSERT CHURCH NAME) App (push notifications must be enabled)
- A text message will be sent to all numbers listed as a mobile number in the online church directory

While we will do everything in our power to ensure that all attendees are aware of service cancellations, please be sure to check these communication channels if you are ever unsure about if a cancellation may have occurred.

All other meetings and events will be canceled at the discretion of the Team Leader leading the event at least 2 hours before the event is scheduled to begin. The leader, with the assistance of the office staff, will notify participants through the same communication channels used to inform the congregation of Sunday morning cancellations.

Above all, we encourage (INSERT CHURCH NAME) attendees to rely on their best judgment when inclement weather, dangerous road conditions, or other emergencies might put their health and safety at risk while attending church services or events.