

Policy on Church Office Closings and Cancellation of Sunday Worship Services

MCC-DC office hours will follow the Federal Government Operating Status regarding office closures, delayed start times, and early dismissals as posted on www.opm.gov/status. Staff members are encouraged to use flexi-place and flexi-hours during any office hour closures. The Pastor has authority to grant administrative paid leave to staff for reasons caused by office closings, inclement weather, and other weather/emergency situations.

Staff should send an email alert to MCC-DC's group email list announcing a church office closing as well as providing the status of any scheduled, church-related activities. The Vice Moderator should be advised of a decision to close the church office.

The Pastor (or designated staff member) is responsible for making a determination regarding cancellation of Sunday worship services due to weather or other emergency situations. The Pastor should consult the Federal Government Operating Status, area weather reports, and other relevant information in making a determination as to whether to cancel Sunday worship services. In the event of a cancellation, staff should immediately send a cancellation alert to the MCC-DC group email list, post an updated message on the church's telephone answering service, and submit a cancellation announcement to WTOP radio and internet service. The Vice Moderator should be consulted and advised of any decision to cancel Sunday worship services.

Church staff should have plans in place for the removal of snow and ice from MCC-DC sidewalks and public areas that comply with Washington, D.C. regulations (within first 8 hours of daylight after the snow/sleet/ice event).

Staff should post a Sunday News item announcing this policy and encouraging folks to join the MCC-DC group email list so that they may be informed as to MCC-DC's operating status.