

Peoples Church Inclement Weather Procedure

The following procedure helps to implement the PCUU Inclement Weather Policy, currently found at <https://peoplesuu.org/wp-content/uploads/2022/11/Inclement-Weather-Policy-2022.pdf>.

Broad Outline

We want our worship & faith formation opportunities to be robust and fulfilling -- and preferably in-person. Simultaneously, we also don't want to endanger the safety of those individuals usually assembling at church to provide the events, such as the minister, technical support, musicians, and teachers.

When weather conditions are marginal, the any changes regarding moving to Zoom-only worship and faith formation will be available at our <https://peoplesuu.org/> website on Sunday morning as soon as they can be finalized and posted.

[Decisions about other events will be made on a case-by-case basis, following similar procedures.]

Procedure

1. If the forecast warrants making a contingency plan for the following day, the Minister (or their designate) and the Board President (or their designate) will communicate via text or phone call Saturday night.
2. On Sunday morning, the Minister and Board President will communicate via phone call at 7:00 a.m. to confirm as to whether worship and faith formation will proceed as usual -- or if the contingency plan will be implemented.
3. If they decide to use the contingency plan, communication to the PCUU community will be as follows:
 - a. The Minister and/or Board President will notify the following people by 7:30am:
 - i. Director of Faith Formation
 - ii. Internet Outreach Technician
 - iii. Communication Team
 - iv. Worship Associate
 - v. PCUU Pianist
 - vi. The designated contact for that day's guest musicians
 - b. The Communication Team will place notification of a change in worship and faith formation:
 - i. On the PCUU home page
 - ii. On the PCUU Facebook page
 - iii. The weather announcements for KCRG TV
 - iv. The weather announcements for KGAN TV

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4. The Director of Faith Formation (DFF) will have a contingency plan in place for such an occurrence. They will either be a lesson plan that can be emailed to each family or a lesson that can be easily and meaningfully shared over Zoom. The DFF will notify families, through previously agreed means of communication, of the plan shortly after being contacted by the Minister or Board President.

**See last page for back up personnel*

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Detailed Components and Responsibilities

Criteria and limits Minister and Board President consider in cancelling in-person worship.

CONDITION	CRITERIA FOR CANCELING IN-PERSON
Snow / ice / sleet	5" in the last XX hours
Hazardous driving conditions	Per https://511ia.org/
Wind	Maximum 35 mph
Temperature	-20F w/wind chill
Blizzard conditions	Per the weather forecast: KCRG
Plumbing	Burst pipes
Electricity	No power
Visibility	Fog advisory issued by the NWS
Forecast	What weather will we have by worship time
Other Churches in Cedar Rapids	Partner congregations are also closing

Communication Team Action Items for a Cancellation of In-Person Worship

TASK	RESOURCES	STAFF / VOLUNTEERS RESPONSIBLE
a notice will be posted on our PCUU website	Website login	Digital Media Specialist & Robyn Miessler-Kubaneck
a notice will be posted on our Facebook page	Admin privileges	Digital Media Specialist
scrolling on KCRG TV and published on the KCRG website	https://www.kcrg.com/weather/closings/ → Admin Login → minister@ → PCUU1869!	Digital Media Specialist
scrolling on KGAN TV and published on the KGAN website	https://cbs2iowa.com/weather/closings → ID: 3363 → PW: 3363	Digital Media Specialist

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Phone Tree Cancellation of In-Person Worship → Move to Zooming

Designated Caller/Texter to →	Role	Mode of Communication	Message
Board President	Minister	phone call	
Minister	Board President	phone call	
Minister	Internet Outreach Technicians	text; ph. call if not confirmed within 10 minutes	No in-person; Zoom worship from home
Minister	Director of Faith Formation	text; ph. call if not confirmed within 10 minutes	No in-person; move to zoom
Minister	Pianist	text; ph. call if not confirmed within 10 minutes	No in-person; do not come
Minister	Special Musicians Coordinator	text; ph. call if not confirmed within 10 minutes	No in-person; Zoom worship from home
Minister	Worship Associate(s)/guests	text; ph. call if not confirmed within 10 minutes	No in-person; Zoom worship from home
Minister	Voices of Christ contact	text; ph. call if not confirmed within 10 minutes	PCUU is having ONLINE ONLY events today
Special Musicians Coordinator	Special Musician(s)	phone call	No in-person; do not come
Internet Outreach Technician	Sound Tech		No in-person; do not come
Director of Faith Formation	Nursery worker(s)	text; ph. call if not confirmed within 10 minutes	No in-person; do not come
Director of Faith Formation	Coming of Age teachers	text; ph. call if not confirmed within 10 minutes	Move to Zoom
Director of Faith Formation	Little's teachers	text; ph. call if not confirmed within 10 minutes	Move to Zoom
Director of Faith Formation	Faith Formation snack bringer	text; ph. call if not confirmed within 10 minutes	No in-person; do not come

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Director of Faith Formation	Faith Formation Council	text; ph. call if not confirmed within 10 minutes	FYI no in-person
Board President	Communications Team	phone	Implement Move to Zoom messaging for the public
Board President	Scheduled Greeters on SignUpGenius	text or phone	No in-person; do not come
Board President	Hospitality/Kitchen Crew	text	No in-person; do not come
Board President	Forum Coordinator	text	No in-person; we can reschedule later
Board President	Board of Trustees	email	FYI no in-person

Back up Personnel

<i>When Absent</i>	<i>Back Up</i>
Minister	Worship Leader
Board President	Vice President or other Board member
Internet Outreach Technician	Substitute staff or volunteer
Special Musicians Coordinator	Substitute volunteer
Director of Faith Formation	Substitute volunteer

If any of the above people are not scheduled to be available on Sunday morning, they should designate who their substitute is – and communicate that with others who are impacted.