First Unitarian Church, South Bend

801 East Washington Street, South Bend, IN 46617

[www.firstunitarian.us](http://www.firstunitarian.us)

office@firstunitarian.us

**Weather Notification Policy**

**Purpose**: To promote safety for all congregants and employees during dangerous weather conditions, and provide clear procedures to do so.

**Created by**: Administrative Committee

**Approved by**: Board of Trustees

**Date Approved**: December 11, 2024

**Date Previously Approved**: 2013

**The office of First Unitarian Church will be closed when**:

1. The City of South Bend or St. Joseph County declares an emergency order\* (orange or red status), barring all non-essential traffic from the roads, or
2. The South Bend Community School Corporation\*\* closes its Education Center for weather-related reasons.

**When the church office is closed for any of these reasons**,

* All church personnel are urged to conduct church business from their homes via telephone or electronic means, including Zoom.
* A notice will be posted on the church website by the office administrator.
* Hourly office personnel will be paid for their scheduled work time.
* Cleaning services will be rescheduled.

**Cancellation of Sunday Services**

* Sunday services will be canceled when the City of South Bend or St. Joseph County declares an emergency order\*, barring all non-essential traffic from the roads (orange or red status).
* The President of the Board of Trustees will be responsible for making this determination, between noon on Saturday and 8 a.m. Sunday. In the President’s absence, the Vice-President will do so.
* The President or their designee will notify speaker(s), congregants and employees as soon as possible via phone/text, email and the church website.

\*See: [www.in.gov/dhs/traveladvisory](http://www.in.gov/dhs/traveladvisory)

\*\* See: [www.sb.school](http://www.sb.school)