

First Unitarian Church, South Bend
801 East Washington Street, South Bend, IN 46617
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

** See: www.sb.school