

First Presbyterian Church Franklin Inclement Weather Procedure

February 24, 2025

In the event that the local area is impacted or there is a warning of inclement weather follow the procedure described below for churchwide events:

All closures, delays, and cancelations will be collectively determined by the concurrence of any two of the following:

- Pastor (includes Head Pastor, Commissioned Pastor, or Associate Pastor)
- Clerk of Session (In absence of clerk, may utilize Chair of Facility Management Committee, or Chair of Worship Committee)
- Director of Operations

Inclement weather is defined as weather that creates unsafe or hazardous conditions. This includes, but is not limited to, heavy snow, ice, flooding, severe storms, and tornadoes.

Items to consider when deciding on closure:

- Are driving conditions safe for most people?
- Is the parking lot clear or able to be cleared before event/service?
- Are sidewalks clear or able to be cleared before event/service?
- Is electricity/heat/air working in the building?
- Are there leaks in any vital areas? Will water need to be shut off?

Communication to the congregation/public will be made available where possible based on available internet, power, and phone service:

- Social Media (Facebook and Instagram)
- Email
- Church Website
- Church main line voicemail

Services, meetings and activities that would be impacted by weather conditions resulting in closures, delays and cancelations will be determined by 12:30pm and communicated publicly by 1:00pm for same day, afternoon and evening events. For information on next day Services (including Sunday morning and Wednesday evening worship), meetings and activities closures, delays and cancelations will be determined by 5:30pm and communicated publicly by 6:00pm the evening before or at the latest determined by 5:30am and communicated publicly by the next morning at 6:00am. Weekday inclement weather procedures will take Williamson County School (WCS) system determinations into consideration but will not close solely based on WCS closures.

Communications will be made public by:

- Email notification to the congregation by Director of Ops
- Church Website updated by Director of Ops
- Social Media post by Director of Ops
- Church voicemail update by Director of Ops

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Checklist for whom to contact if closure is determined:

- Sunday Service
 - Staff, including nursery staff
 - Sunday School/Wonder Hour teachers
 - Children's Worship Leaders
 - Hospitality Team
 - Livestream Team
 - Common Grounds Volunteers
 - Elders for communion
 - Any groups scheduled to use the facility on day of closure
- Wednesday Service (WNL)
 - Staff, including nursery staff
 - WNL children/youth teachers
 - WNL dinner volunteers
 - WNL speaker
 - Any groups scheduled to use the facility on day of closure
- Weekday Office Closure
 - Staff
 - Office Volunteers
 - Any groups scheduled to use the facility on day of closure
- Other Events
 - Event main contact for any event scheduled in the space
- All events/services:
 - Cleaning Crew
 - Battle Ground Academy (BGA)