

Closing Policy (Inclement Weather Policy)

Church closing means that normal activities do not occur on closing days as defined here. In order to have consistency and clear communication, our church closing policy will be as follows:

HOLIDAY CLOSINGS

The Church is closed on recognized holidays as defined in the UCP Personnel Policies. No paid staff will be in the building. No events are scheduled. Regularly scheduled meetings of the Board, Councils or Ministries should be rescheduled to alternate dates. Should an alternate date not be found, the meeting may be held at the discretion of the chair after consultation with respective membership.

<i>New Year's Day*</i>	<i>Martin Luther King Jr. Day</i>	<i>President's Day</i>
<i>Memorial Day</i>	<i>Juneteenth*</i>	<i>Independence Day*</i>
<i>Labor Day</i>	<i>Indigenous Peoples Day</i>	<i>Thanksgiving Day & Friday after Thanksgiving</i>
<i>Christmas Day*</i>		

*if it falls on a Sunday, the following Monday will be the holiday

WEATHER CLOSINGS

When Fairfax County Government closes, or if Fairfax County declares a weather advisory asking drivers to stay off the roads, or Virginia calls a state of emergency, the Church is closed and all activities are cancelled and the church remains closed until the next business day. This includes administrative offices, Preschool, outside renters and any regularly scheduled meetings at the church.

In the event of significant inclement weather, school closures or a significant snow fall forecast, a decision on whether to close the office will be made by the HARC Chair and the ministerial team via conference call at 7:30 AM on the day of the event. When HARC and the ministerial team deem the roads unsafe for staff to travel, the UCP office will be closed. If weather conditions deteriorate—in consultation between the HARC chair and ministerial team—the office may close early. If the office is closed, all scheduled activities (including rentals) at the church are cancelled until the following business day. The staff will be working from home and will be able to receive phone messages and will update UCP's website and Facebook page. In times of inclement weather, Council, Ministries and Teams should check the church website (ucpreston.org/weather-updates) or call the church office, 703-620-3065, before proceeding to the church.

UCP Preschool follows the Fairfax County Public Schools (FCPS) schedule. When FCPS is delayed or closed the Preschool will be delayed or closed. If conditions at UCP require additional closures, families and staff are notified by a phone service.

If FCPS cancels after-school or weekend activities due to weather-related conditions, all UCP activities/events that include school-aged children (infant to 12th grade) will be cancelled as well.

Information for UCP Ministries or Committees

If Church Offices are closed for inclement weather or another emergency situation, all scheduled in-person meetings are cancelled and will be rescheduled by ministry and committee chairs.

To find the most up-to-date information for closings and delays you can check the following:

- designated staff will put a message on the main phone number 703-620-3065
- a notice will be posted on ucpreston.org/weather-updates
- staff will post on the UCP Facebook page

Approved by the Board 8/16/2022