

Church Closing Policy

In order to have consistency and clear communication, our Church closing policy will be as follows:

Holiday Closing: (def.) Church is closed due to holiday. No administrative or pastoral staff in building. No events are scheduled.

The Church building will be closed on these **2010 Holidays:**

1. Jan 1
2. April 2
3. May 31
4. July 5
5. Sept. 6
6. Nov. 25 & 26
7. Dec. 24 & 27
8. Dec. 31 & Jan 3, 2011

In general, Church closing means that normal PBC activities will not occur on these days.

Weather Closings: (def.) The Church building will also be closed whenever the **Loudoun County Schools system is cancelled due to weather**. During these occurrences, all church events including evening activities are cancelled. Administrative staff is on liberal leave (make it in if they can). No effect on pastoral staff.

If there is a school DELAY: Each event has their own snow policy (i.e.: MDO, Women's Bible Study, etc.). Administrative staff is on liberal leave to come in when they can. If LCPS cancels all after school activities for an evening weather related condition, we will be closed as well.

IF YOU CHOOSE TO MEET WHEN THE CHURCH IS CLOSED:

The Ministry Leader will be responsible for the following:

1. Notifying the church office and the Administrator that you will be meeting.
2. Being in charge of your group **and the building** during your meeting times.
3. Being responsible to open and close the church, including securing the building with the alarm after lockdown procedures have been done.
4. Returning the meeting rooms back to the way they were originally.