

## UUFS Service and Activity Cancellation Procedures

The president will make a decision by 7AM to cancel a Sunday service and will notify the following persons:

- the Administrative Assistant, who will notify the local television stations (WBOC and WMDT)
- the Webmaster, who will put an announcement on the UUFS website
- the Minister
- the RE director
- the day's speaker

The cancellation of other activities that involve the entire congregation will be handled in a similar fashion but adapted to fit the situation.

The following persons will be notified:

- the Administrative Assistant, who will either put an announcement in the Wednesday updates (if time) or send an e-mail to all members and will call the few who do not have e-mails on record
- the Webmaster, who will put an announcement on the UUFS website
- the Minister

Nighttime UUFS activities are canceled if Wicomico County schools are canceled that day.

A back-up notification person shall be assigned to perform the above in the case of the Administrative Assistant/Webmaster being unavailable for any reason.

A "Service and Activity Cancellation Procedures and Contact Information " document will be drafted with detailed instructions as to how to contact the TV stations (online instructions and phone numbers), the DRE and minister's phone numbers, email addresses, and access instructions to speaker information. This document will be distributed to the AA and to the designated back up notification person.

Adopted 1-2011  
Amended 2-1-2011