

MEMO

To: Session and Staff of APC
From: Ollie Wagner
RE: Event cancellations due to winter/severe weather
Date: December 5, 2018

I write to share with you our practice at APC regarding inclement weather. *Director of Communications, Katie VanBrackle, will post weather-related event cancellations or delays on the home page of our website.*

The process for canceling an APC event due to bad weather is as follows:

- 1) The DaySchool, church office and all weekday events of the church follow Fulton County Schools for cancellations/delays. Katie will automatically post those cancellations or delays for us on the website. (However, we need not close the office due to cold weather. If you feel you can safely get to the office on those days, please do.)
- 2) For evening and weekend events when bad weather is forecast or arises, it is the responsibility of the lead staff person to make the decision to cancel or postpone the event. For example, Kristin would make the decision for children's events, Beverly for Deacons, Anne for youth, Drew for Choir and me for worship services, etc.
- 3) In the event that a staff member is not available/appropriate (for example, the book club or ACT1 performances), then the event leader has the responsibility to make the decision to cancel or not. My advice is to err on the side of caution! In all cases, I am certainly available for consultation if you want a second opinion on whether or not to cancel - please text me, 770/330-2575.
- 4) Staff reserve the right to close the building to all groups as needed for weather or other emergency situations. In times of questionable weather, all groups should consult the APC website for closure notices before gathering.
- 5) Once a decision to cancel has been made, please notify Katie via text message, 770-596-7310, of the name and time of the meeting/event so she can post the cancellation notice on the APC website immediately. Please do not send Katie an email, texting is best.
- 6) It remains the responsibility of the lead staff person/event leader to make any additional telephone calls or send direct emails to notify your group about the cancellation. You can't over-communicate!

Thank you!

