



**Communication of
Unplanned Schedule Changes**
Owner: Congregation Council
Approval Authority: Council
Approved by Council: November 27, 2020
Effective Date: December 1, 2020

1.0 PURPOSE

The purpose of this policy is to describe how unanticipated changes in Lutheran Church of the Good Shepherd (LCGS) scheduled activities (e.g., worship services, Sunday school classes, ministry team meetings, etc.) due to inclement weather or other emergencies will be communicated to congregation members, guests and visitors.

2.0 POLICY

- 2.1 Any decision to cancel LCGS activities (including worship services) due to inclement weather or other emergencies shall be made jointly by the Congregation Council President and the Pastor.
- 2.2 Once the decision has been made to cancel scheduled LCGS worship services or other activities, the following action shall be taken to communicate the appropriate information to congregation members, guests and visitors:
 - 2.2.1 The Office Manager will send an email announcement to everyone with an email address on file with the church office.
 - 2.2.2 The Prayer Chain Coordinator will initiate calls to those who do not have email through the prayer chain process.
 - 2.2.3 The Office Manager will put an outgoing announcement with the relevant details on the church office phone (call (828) 883-3680 to hear the details).
 - 2.2.4 The Communications Coordinator will activate an announcement banner on the church website at <https://www.lutheranchurchbrevardnc.com/>.
 - 2.2.5 The Office Manager will send announcements to the following television stations: WLOS (ABC, channel 13) in Asheville; WSPA (CBS, channel 7) in Spartanburg; WYFF (NBC, channel 4) in Greenville; and WHNS (Fox Carolina, channel 21) in Greenville.

Note that depending on the nature of the emergency, which may have resulted in power and/or internet outages, the actions listed in section 2.2 may be carried out by any combination of the Office Manager, Communications Coordinator, Outreach Ministry Coordinator, Council President and Pastor.