

Newbern Snow Response Policy

This policy outlines what needs to be done and by whom with respect to church operation in the event of snow.

1. Snow and Ice Removal
 - 1.1. The Business Department is to form and coordinate a team of volunteers to remove snow and ice, and to maintain the equipment and supplies for this.
 - 1.2. On the morning following a snowfall or freezing temperatures, follow the schedule below:
 - 1.2.1. Sunday: clear the parking lot and pathways before 8:30 or 9:00 am by volunteer team.
 - 1.2.2. Monday and Saturday: clear the pathways in front of the church before 10:30 am by volunteer team if available.
 - 1.2.3. Tuesday to Friday: clear pathways in front of the church before 10:30 am by staff or volunteer team if available.
 - 1.3. If no volunteers or staff are available in time to fulfill the schedule above, the church may need to cancel its activities or conduct them online.
2. Working in the Office
 - 2.1. Each pastoral staff can determine if the road condition is safe for him or her to come work in the church. If not, they may choose to work from home after notifying the Senior Pastor and the Board of Elders.
 - 2.2. The Senior Pastor may decide to close the church office and send the staff home to work after notifying the Board of Elders.
3. Church Meetings
 - 3.1. In case of a forecasted snow event, the options are to proceed as scheduled, to move the meeting online, or to cancel it.
 - 3.2. From December to February, when snow is most likely, coordinators of worship services are to check in advance if the speakers and those serving in each service are able to serve on Zoom, and that they are familiar with this policy.
 - 3.3. Ideally, the final decision to move a Sunday service or special event online must be made two days before the meeting, after adequate discussion some days prior (e.g. for Sunday Services, discuss moving online starting Tuesday and decide by Friday noon).
 - 3.4. The decision to cancel must be made by 7:00 am on the day of the meeting.
 - 3.5. The decisions to move online or cancel Sunday services or other large events are to be made by the Senior Pastor in consultation with the Elders and Pastors. Should the Senior Pastor not be available, the Vice Chairperson of the Board will fill that role.
 - 3.6. The decisions to move online or cancel fellowship or small group meetings are to be made by the fellowship chairs or small group leaders in consultation with other leaders as applicable.

- 3.7. In each case, switching to online meetings or cancellations must be made known to the Pastoral staff and Board of Elders and announced to the prospective attendees ASAP.
- 3.8. For Sunday services and other large events, announcements are to be immediately distributed by the Administrative Assistant on the two congregational WhatsApp groups, posted on the church website, and recorded on our church voicemail greeting.
- 3.9. If Sunday services are to be moved online, we will adopt a format similar to the fully online services we had before we returned to in-person services at church, as follows:
 - 3.9.1. **English** servers meet Sunday at 9:00 am on Zoom to get set up. Start live streaming to FB by 9:25. Begin service at 9:30.
 - 3.9.2. **Cantonese** servers meet for rehearsal on Saturday afternoon if needed. Meet Sunday at 10:40 am on Zoom to get set up. Start live streaming to FB by 10:55. Begin service at 11:00.
 - 3.9.3. It is preferable that song leaders or choirs pre-record their songs by Saturday afternoon. But if they cannot, they may substitute their songs with previously recorded songs that they have done in the past and send them to the AV team.
 - 3.9.4. This means some preparation will be needed even before the final decision to go online is announced.
 - 3.9.5. If neither of these two options for songs are feasible, as a last resort, online worship will have no songs.
 - 3.9.6. No Communion or children's program if meetings are moved online.
 - 3.9.7. In case the above preparations are not done, the Senior Pastor, in consultation with the Elders and Pastors, may choose to opt for a minimalistic Zoom service by 7:00 am on Sunday morning, instead of canceling the service. Minimally, such a service includes a Zoom host, a chairperson, and a speaker, who will gather on Zoom at least 30 minutes before the service to get set up and coordinate the order of service.

Version history

1. First draft: by M.T. 11/29/2022
2. Second draft: by M.T. 12/10/2022 presented to the Elder Board for discussion on 12/20/2022
3. Third draft: by M.T. 12/23/2022 after consultation with the Elders, Pastors, and Business Department
4. Version 1: Adopted by the Board of Elders on 1/17/2023