



## FIRST UNITARIAN SOCIETY IN NEWTON

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**FUSN Issuance 2010-04**

**Policy**    **Information**

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**From:** Pat Rohan  
Chair, Operations Council

**Date:** April 20, 2010

**Subject:** Cancellation of Sunday Services

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**Purpose:** To clarify who is responsible for the cancellation of Sunday services because of inclement weather or other circumstances where cancellation of services is appropriate.

**Background:** The decision to cancel services normally belongs to the minister conducting the service on any given Sunday. Once that decision is made, the FUSN staff initiates established plans to communicate that decision to the congregation. Questions have arisen, however, on who will make the decision to cancel services on those occasions when the service is lay led or the minister is otherwise unavailable.

**Policy:** The Chair of the Operations Council, or in the Chair's absence, the Vice Chair, will make the decision on cancellation of services in those instances when the service is lay led or the minister is otherwise unavailable. That decision will be communicated to the FUSN staff before 8:00 AM on Sunday morning. The decision to cancel will be announced on channels 7 and 5, on the church answering machine and on the FUSN list serve.

**Effective Date:** February 3, 2010