

United Christian Parish Church Closing Policy

Church closing means that normal activities do not occur on closing days as defined here. In order to have consistency and clear communication, our Church closing policy will be as follows

HOLIDAY CLOSINGS:

The Church is closed on recognized holidays as defined in the UCP Employee Handbook. No paid staff will be in the building. No events are scheduled. Activities/events do not occur on these holidays.

New Year's Day	Labor Day
Martin Luther King Jr. Day	Columbus Day
Presidents Day	Thanksgiving Day & Friday after Thanksgiving
Memorial Day	Christmas Day
Independence Day	

WEATHER CLOSINGS:

All **UCP administrative offices, Preschool, programs and outside renters will cancel** when **Fairfax County Government closes**, or if **Fairfax County declares weather advisory asking drivers to stay off the roads**, or **Virginia calls a state of emergency**.

UCP Preschool follows the Fairfax County Public Schools (FCPS) schedule. When FCPS is delayed or closed the Preschool will be delayed or closed. If conditions at UCP require additional closures families and staff are notified by a phone service.

If FCPS cancels **after-school or weekend activities** due to weather related conditions, all UCP activities/events that **include school aged children** (children from infant to 12th grade) will be cancelled as well.

UCP and Preschool administrative staff or volunteers will be on a "make it in if they can" schedule.

Information for UCP Ministries or Committees

IF YOU CHOOSE TO MEET WHEN THE CHURCH IS CLOSED:

The Ministry Leader will be responsible for opening and closing the church, including securing the building with the lockdown procedures listed on the Connections Wall in the main hallway.

The Ministry Leader is also responsible for:

1. Notifying the church office and the Administrator that you will be meeting.
2. Being in charge of your group and the building during your meeting times.
3. Returning the meeting rooms back to ~~the way~~ the original set up as there will be no custodial help on closed days.

To find the most up to date information for closings and delays you can check the following:

- Designated staff will put a **message on the main phone 703-620-3065**.
- UCP Webmaster will post a notice on the www.ucpreston.org
- UCP Twitter account.
- UCP Facebook page.
- A Sign will be posted on main door.