

St. Martin's Episcopal Church, Williamsburg, Virginia  
**Inclement Weather Policy**

**GENERAL GUIDELINES**

Except in the most extreme circumstances, St. Martin's will be open for church services on Sundays. As happened on Jan. 31, 2010, there may be some exceptions that qualify as extreme. The two primary factors when evaluating whether St. Martin's will be closed due to weather on a Sunday morning are *safety* and *resources*.

- If there has been significant snowfall and the main roads have not been plowed, then services will likely be cancelled.
- If the driveway leading down to the church is hazardous because of snowfall or ice, then services will be cancelled.
- If there has been significant snowfall and the main roads have been plowed, we will have church services *if* there have been sufficient time and resources to get the parking lot plowed, the walkways shoveled and the walkways salted.
- NOTE: Even if church services are held, events in Miles Hall should not be held unless it can be verified that the rear emergency exit has been cleared of snow. Similarly, there should be no nursery or Sunday School for children unless it can be verified that the downstairs classroom exits are cleared. Youth Sunday School meetings may be held in the Zigzag building so long as the pathways are safe and accessible.

**PROCEDURES**

In order to decide whether to close St. Martin's on a Sunday due to weather, the Rector consults with both Senior and Junior Wardens, and they mutually decide whether to close.

- A. If the decision is *not* to close, Rector notifies Office Manager to post confirmation on the main page of the website that services *will be* held on Sunday.  
The office manager will then engage and schedule appropriate services such as snow plowing or clearing prior to services.
- B. If the decision *is* to close, Rector notifies Office Manager to post a message on the main page of the website that the church *will be closed* on Sunday and that people are encouraged to worship at home.
- (2) Office Manager changes the outgoing message of the voicemail to reflect the closure.
  - (3) The Rector calls the staff to advise them of the closure.
  - (4) The Senior Warden emails the Vestry to advise them of the closure.
  - (5) The Junior Warden calls Sallie Wendt or Helen Smith (Daughters of the King) and asks them to call those who do not have access to email/Internet to advise them of the closure.
  - (6) Office Manager engages the snowplow service/yard service for the earliest possible date and communicates with Divine Janitorial.
  - (7) The Senior Warden calls Executive director of the Co-Op preschool (currently Mollie Gareis) and advises of the Sunday closure to allow the Co-Op to make appropriate plans for Monday.

After a Sunday closure, the Rector and the Office Manager will consult regarding whether the office will open on Monday. The basic rule is that the office is open Monday – Friday if the roads are passable. If the Williamsburg/James City County School District has closed school, the office is on two-hour delay.