

BETHEL CHINESE CHRISTIAN MB CHURCH (“Bethel”) Inclement Weather and Emergency Closure Policy

Purpose

On rare occasions, church services or events may be cancelled or changed to online due to extreme weather conditions (e.g., heavy snowfall, extreme high winds, extreme high heat) or other emergency situations (e.g., power outages, loss of heat, structural damage) resulting in unsafe conditions or affecting our church’s ability to be open.

Safety is our primary concern. The intent of this policy is to ensure the safety of our church’s guests, members, volunteers and staff and to provide for effective communications regarding ministries and events/activities during inclement weather or other emergency situations.

Individuals are responsible for determining whether they feel safe coming to church considering road conditions and other factors. Always use discretion and prioritize safety when deciding whether to attend church during a weather event. Keep in mind:

- Weather conditions may be more or less severe at the place of residence, so please use best judgement when deciding whether to drive;
- Wear appropriate clothing for extreme weather conditions;
- Sidewalks and roads may be slippery and icy, so take extra caution when walking.

Closure due to Inclement Weather

During inclement weather events, Bethel will remain open if possible. When Environment Canada issues a weather alert for Metro Vancouver and/or the City of Vancouver:

- Deacons and pastoral staff will monitor the weather condition closely;
- Church staffs and deacons will prepare and get ready to notify church members and the public of our church’s closure if and when such a decision is made. (Refer to the Communication Protocols described later in this policy for more information.)

When a decision to close our church is made, our church will close for the remainder of the day and all church events/activities scheduled for that day will be cancelled.

Sunday (including Worship Services)

In the event of inclement weather, Bethel will make every effort to remain open for worship services. If possible, online service(s) will be arranged to allow members and congregants to worship virtually at home, and, if available, instructions to join the online virtual service(s) will be announced and posted on the Home Page of our church’s website (www.bethelmb.org).

In the case of inclement weather conditions occurring on Sunday, a decision to close our church and cancel or change to online all church events/activities (including worship services) scheduled on that day will be made by the Chairperson of the Board of Deacons, in consultation with the Senior Pastor, no later than 6:30 a.m. Sunday morning. Once the decision to close our church is made, the Communication Protocols will be activated immediately to announce the church closure and notify church members and the public.

Weekdays & Saturday

When public elementary schools in the Vancouver School District are closed due to inclement weather, our church will close for that entire day and all church events/activities scheduled for that day will be cancelled. After the Vancouver School Board announces their decision to close public elementary schools in the Vancouver School District, the Communication Protocols will be activated immediately to announce the church closure and notify church members and the public.

Church events/activities on weekdays and Saturday may be cancelled or changed to online due to inclement weather at the determination of the event/activity leader, after consultation with the Chairperson of the Board of Deacons and the Senior Pastor. A decision to cancel or change to online a church event/activity will be made by the event/activity leader at least 2 hours before the scheduled start time of the event/activity. More advance notice is encouraged if possible. Once the decision to cancel or change to online is made, it is the responsibility of the event/activity leader to immediately communicate the cancellation or change with the event/activity participants. The event/activity leader is also responsible to notify both the Chairperson of the Board of Deacons and the Senior Pastor of the cancellation or change so that a cancellation or change notice can be posted on the Home Page of our church's website.

In the case of inclement weather conditions occurring on weekday or Saturday, a decision to close our church and cancel or change to online all church events/activities scheduled on that day may be made by the Chairperson of the Board of Deacons, in consultation with the Senior Pastor, as soon as practicable. Once the decision to close our church is made, the Communication Protocols will be activated immediately to announce the church closure and notify church members and the public, paying particular attention to prioritize communicating the decision with the leader(s) of the church events/activities that are scheduled for that day.

Closure due to Other Emergency Situations

Our church may close due to other emergency situations, including but not limited to:

- Scheduled or unscheduled power outages for an extended period of time
- Loss of heat in the church building for an extended period of time
- Structural damage to the church building

In the event of other emergency situations, a decision to close our church and cancel all church events/activities scheduled for that day will be made by the Chairperson of the Board of Deacons, in consultation with the Senior Pastor, as soon as practicable. Once the decision to close our church is made, the Communication Protocols will be activated immediately to announce the church closure and notify church members and the public.

Part Day Closure

If a weather or emergency situation, including worsening weather and/or road condition, arises while our church is open, the Senior Pastor, after consultation with the Chairperson of the Board of Deacons, will make a decision whether our church should close for the remainder of the day and all church events/activities scheduled for the remainder of that day should be cancelled. Once the decision to close our church for the remainder of the day is made, the Communication Protocols will be activated immediately to announce the closure of our church for the remainder of the day and notify church members and the public, paying particular attention to prioritize communicating the decision with the leader(s) of the church events/activities that are scheduled for the remainder of that day. All occupants will be asked to leave as soon as possible.

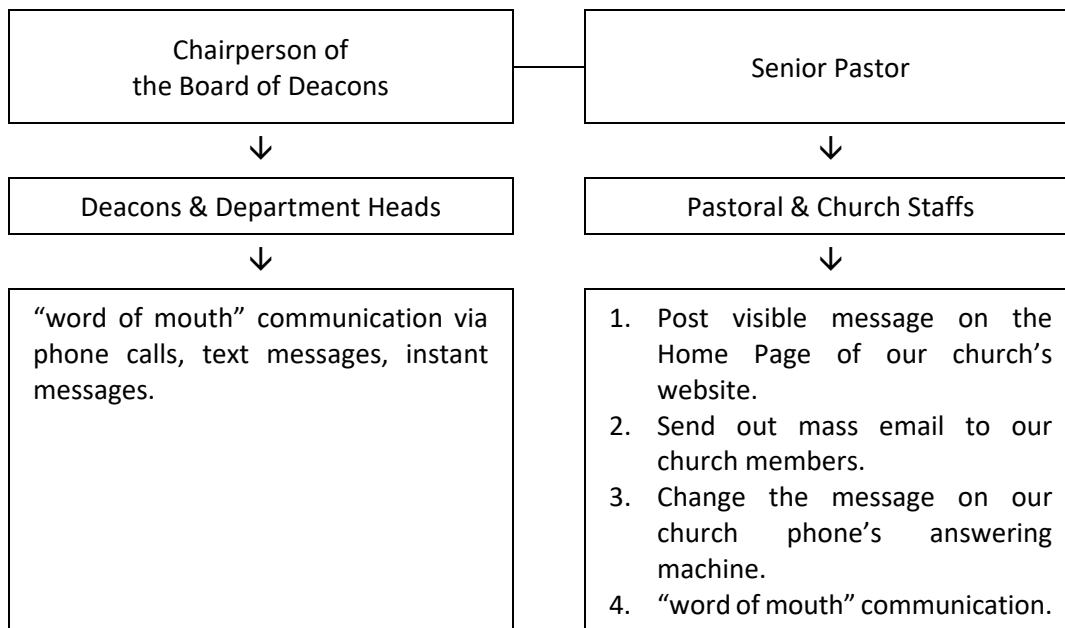
Communication Protocols

Please note that only closures will be announced. No announcements will be made stating that our church is open or will be open.

When a decision is made to close our church, we will use several methods to notify our church members and congregants of the closure, including:

- Posting a visible message on the Home Page of our church’s website.
- Sending out a mass email to our church members. (If you would like to be added to our church’s email list, please contact our church office.)
- Changing the message on our church phone’s answering machine to announce the church closure.
- Encouraging “word of mouth” communication. We encourage members and congregants to communicate with each other about the church closure via phone calls, text messages, instant messages, especially with those who may not have online or email access to the information (e.g., seniors).

The following diagram illustrates the communication channels that will be undertaken by the church leadership:



Employee Expectation and Compensation

“Employee” in this section refers to all pastoral and administrative staffs employed by Bethel on payroll at the time of church closure and excludes all contractual workers.

No pressure is extended at any time that would encourage employees to take unsafe chances to attend work at church. If employees feel unsafe to attend work at church, they should contact the Senior Pastor or the Chairperson of the Board of Deacons for alternative work arrangement and such arrangement will be recorded in writing.

If our church is closed on workdays and employees receive notice of closure ahead of time before they arrive to work, they are expected to work from home on such days.

If employees are at work at church prior to a decision is made to close our church, the employees will be asked to leave as soon as practicable, and they will be compensated in accordance with the *B.C. Employment Standards Act*. The Senior Pastor, in consultation with the Chairperson of the Board of Deacons, will determine, on a case-by-case basis taking into consideration factors such as reason for closure, day/time of closure, etc., whether employees will be expected to continue working from home after they return home on that day of church closure, and such decision will be recorded in writing for payroll purposes.

It is the responsibility of employees to ensure they have the knowledge and equipment needed to work from home. If employees require assistance to set up for work from home, they should contact our church's Tech Team.

Other Information

A simplified version of this policy will be posted on our church's bulletin boards and website to inform our church members and congregants of this policy.

This policy may be revised and updated from time to time by the Board of Deacons, and the updated policy will be posted accordingly.

基督教頌主堂（“頌主堂”）

惡劣天氣和緊急關閉政策

目的

在罕見情況下，由於極端天氣狀況（例如大雪、極度強風、極度酷熱）或其他緊急情況（例如停電、失去暖氣、建築物結構損壞）可能導致我們教會不能在安全的情況下保持開放，教會崇拜或活動可能因此被取消或改為網上進行。

我們首要考慮的是安全。本政策的目的是確保我們教會的來賓、會眾、義務人員和同工的安全，並在惡劣天氣或其他緊急情況下能有效地提供有關事工和聚會/活動的資訊。

每人均有責任自行考慮道路狀況和其他因素，以確定去教會是否安全。在決定是否在天氣事件期間去教會時，請務必謹慎並優先考慮安全。需謹記的是：

- 居住地的天氣狀況或較其他地區更穩定或更惡劣，因此在決定是否開車時請運用你的最佳判斷力；
- 穿著適合極端天氣狀況的衣服；
- 人行道和道路可能會濕滑和結冰，因此行走時要格外小心。

因惡劣天氣而關閉

在惡劣天氣期間，頌主堂將盡可能保持開放。當加拿大環境部向大溫地區或溫哥華市發出天氣警報時：

- 執事和教牧同工會密切留意天氣狀況；
- 教牧同工和執事將做好準備，以便當做出關閉我們教會的決定時能通知教會會眾和公眾有關決定。（如欲了解更多，請參閱本政策後面描述的通信流程。）

當決定關閉我們教會時，我們教會將在當天剩餘的時間內關閉，並且取消當天安排的所有教會聚會/活動。

週日（包括主日崇拜）

如果天氣惡劣，頌主堂將盡可能保持開放讓崇拜如常進行。並且，在可行情況下將安排網上崇拜，讓會友和會眾可在家中遙距參與崇拜。若果安排有網上崇拜，將在我們教會網站的主頁上（www.bethelmb.org）公佈和刊登參與網上崇拜的登入指示說明。

如果天氣狀況惡劣發生在週日，執事會主席在與主任牧師協商後，最遲於週日上午 6 時半決定是否關閉我們教會，並取消當天的所有教會聚會/活動（包括主日崇拜）或改為網上聚會。若果做出關閉教會的決定，通信流程將立即啟動，公佈教會關閉並通知教會會眾和公眾。

平日及週六

當溫哥華學區的公立小學因惡劣天氣而關閉時，我們教會將整天關閉，並且取消當天的所有教會聚會/活動。溫哥華教育局宣布關閉溫哥華學區公立小學的決定後，通信流程將立即啟動，公佈教會關閉並通知教會會眾和公眾。

平日和周六的教會聚會/活動負責人在與執事會主席和主任牧師協商後，可因惡劣天氣而決定取消聚會/活動或改為網上聚會。聚會/活動負責人將在聚會/活動預定開始時間前至少 2 小時做出取消或改為網上聚會的決定，並鼓勵盡可能提前通知。若果做出取消或改為網上聚會的決定，聚會/活動負責人有責任立即將取消或變更通知聚會/活動參與者。聚會/活動負責人也有責任將取消或變更通知執事會主席和主任牧師，以便將取消或變更通知刊登在我們教會網站的主頁上。

如果天氣狀況惡劣發生在平日或週六，執事會主席在與主任牧師協商後，可根據情況盡快決定是否關閉我們教會，並取消當天的所有教會聚會/活動或改為網上聚會。若果做出關閉教會的決定，通信流程將立即啟動，公佈教會關閉並通知教會會眾和公眾，並且特別注意和優先通知原定當天進行教會聚會/活動的聚會/活動負責人。

因其他緊急情況而關閉

我們教會可能會因其他緊急情況而關閉，包括但不限於：

- 計劃內或計劃外的長時間停電
- 教堂內長時間失去暖氣
- 教堂建築結構損壞

如果發生其他緊急情況，執事會主席在與主任牧師協商後，將根據情況盡快決定是否關閉我們教會，並取消當天的所有教會聚會/活動或改為網上聚會。若果做出關閉教會的決定，通信流程將立即啟動，公佈教會關閉並通知教會會眾和公眾。

半日關閉

如果在我們教會開放期間出現天氣或緊急情況，包括天氣或道路狀況惡化，主任牧師在與執事會主席協商後，將決定是否在當天剩餘時間內關閉我們教會，並取消當天餘下的所有教會聚會/活動或改為網上聚會。若果做出在當天剩餘時間內關閉教會的決定，通信流程將立即啟動，公佈教會在當天剩餘的時間內關閉並通知教會會眾和公眾，並且特別注意和優先通知原定當天剩餘時間內進行教會聚會/活動的聚會/活動負責人。所有在教堂內的人都將被要求盡快離開。

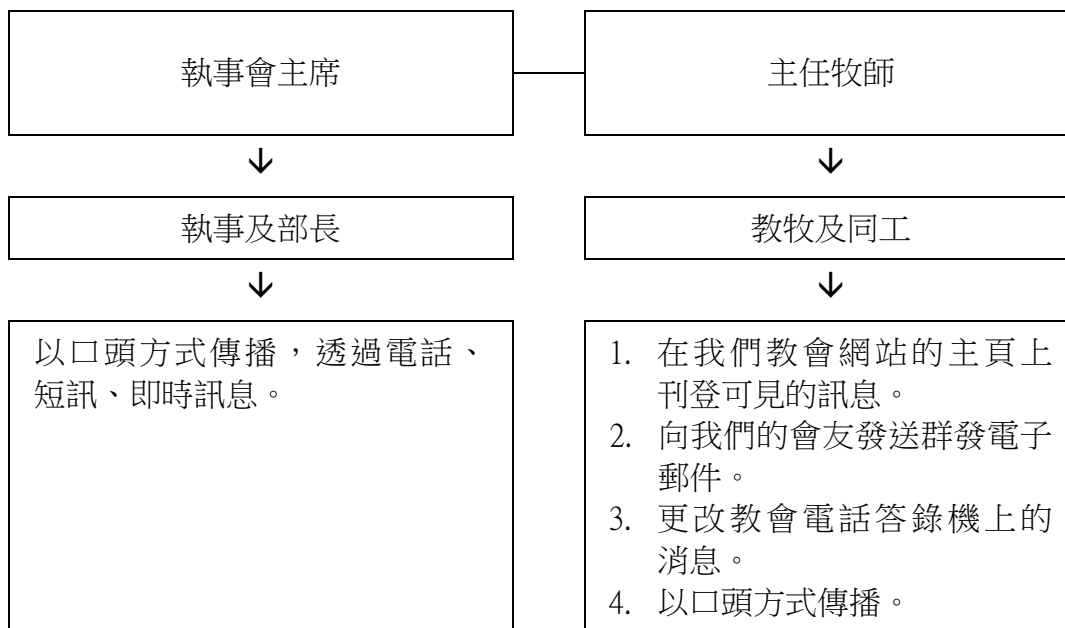
通信流程

請注意，我們僅會公佈教會關閉；我們不會發佈任何公告表明我們教會已經開放或將要開放。

當決定關閉我們教會時，我們將使用多種方法通知我們教會的會友和會眾，包括：

- 在我們教會網站的主頁上刊登可見的訊息。
- 向我們的會友發送群發電子郵件。（如果您想添加到我們教會的電子郵件名單中，請聯絡我們教會辦公室。）
- 更改教會電話答錄機上的消息以告知教會關閉。
- 鼓勵以口頭方式傳播。我們鼓勵會友和會眾透過電話、短訊、即時訊息就教會關閉事宜相互通知，特別是與那些可能不能上網或透過電子郵件獲取資訊的人（例如長者）。

下圖說明了教會領袖將採取的通信管道：



僱員期望和薪酬

本部份的「僱員」是指教會關閉時在頌主堂薪資單上僱用的所有教牧和行政人員，不包括所有合約工。

任何時候都不會對僱員施加壓力以鼓勵他們冒著風險去教會工作。如果僱員覺得不能安全地去教會上班，應聯絡主任牧師或執事會主席尋求替代工作安排，並以書面方式記錄該安排。

如果我們教會在工作日關閉，並且僱員在上班前提前收到關閉通知，他們在教會關閉當天應在家工作。

如果在決定關閉我們教會之前僱員正在教會工作，我們將要求僱員盡快離開，並根據 B.C.省《僱傭標準法》（*B.C. Employment Standards Act*）向他們提供補償。主任牧師在與執事會主席協商後，將根據個別情況，考慮包括關閉原因、關閉日期/時間等因素，決定是否需要僱員在教堂關閉當天回家後繼續在家工作，並以書面形式記錄該決定，用以計算薪資。

僱員有責任確保他們有在家工作所需的知識和設備。如果僱員需要協助在家工作的安排，他們應該聯絡我們教會的技術團隊。

其他資訊

本政策的簡化版本將刊貼在我們教會的佈告板和網站上，以向我們教會的會友和會眾通報本政策。

執事會可不時修訂和更新本政策，更新後的政策將會隨之公佈。

基督教颂主堂（“颂主堂”）

恶劣天气和紧急关闭政策

目的

在罕见情况下，由于极端天气状况（例如大雪、极度强风、极度酷热）或其他紧急情况（例如停电、失去暖气、建筑物结构损坏）可能导致我们教会不能在安全的情况下保持开放，教会崇拜或活动可能因此被取消或改为网上进行。

我们首要考虑的是安全。本政策的目的是确保我们教会的来宾、会众、义务人员和同工的安全，并在恶劣天气或其他紧急情况下能有效地提供有关事工和聚会/活动的资讯。

每人均有责任自行考虑道路状况和其他因素，以确定去教会是否安全。在决定是否在天气事件期间去教会时，请务必谨慎并优先考虑安全。需谨记的是：

- 居住地的天气状况或较其他地区更稳定或更恶劣，因此在决定是否开车时请运用你的最佳判断力；
- 穿着适合极端天气状况的衣服；
- 人行道和道路可能会湿滑和结冰，因此行走时要格外小心。

因恶劣天气而关闭

在恶劣天气期间，颂主堂将尽可能保持开放。当加拿大环境部向大温地区或温哥华市发出天气警报时：

- 执事和教牧同工会密切留意天气状况；
- 教牧同工和执事将做好准备，以便当做出关闭我们教会的决定时能通知教会会众和公众有关决定。（如欲了解更多，请参阅本政策后面描述的通信流程。）

当决定关闭我们教会时，我们教会将在当天剩余的时间内关闭，并且取消当天安排的所有教会聚会/活动。

週日（包括主日崇拜）

如果天气恶劣，颂主堂将尽可能保持开放让崇拜如常进行。并且，在可行情况下将安排网上崇拜，让会友和会众可在家中遥距参与崇拜。若果安排有网上崇拜，将在我们教会网站的主页上（www.bethelmb.org）公布和刊登参与网上崇拜的登入指示说明。

如果天气状况恶劣发生在周日，执事会主席在与主任牧师协商后，最迟于周日上午 6 时半决定是否关闭我们教会，并取消当天的所有教会聚会/活动（包括主日崇拜）或改为网上聚会。若果做出关闭教会的决定，通信流程将立即启动，公布教会关闭并通知教会会众和公众。

平日及週六

当温哥华学区的公立小学因恶劣天气而关闭时，我们教会将整天关闭，并且取消当天的所有教会聚会/活动。温哥华教育局宣布关闭温哥华学区公立小学的决定后，通信流程将立即启动，公布教会关闭并通知教会会众和公众。

平日和周六的教会聚会/活动负责人在与执事会主席和主任牧师协商后，可因恶劣天气而决定取消聚会/活动或改为网上聚会。聚会/活动负责人将在聚会/活动预定开始时间前至少 2 小时做出取消或改为网上聚会的决定，并鼓励尽可能提前通知。若果做出取消或改为网上聚会的决定，聚会/活动负责人有责任立即将取消或变更通知聚会/活动参与者。聚会/活动负责人也有责任将取消或变更通知执事会主席和主任牧师，以便将取消或变更通知刊登在我们教会网站的主页上。

如果天气状况恶劣发生在平日或周六，执事会主席在与主任牧师协商后，可根据情况尽快决定是否关闭我们教会，并取消当天的所有教会聚会/活动或改为网上聚会。若果做出关闭教会的决定，通信流程将立即启动，公布教会关闭并通知教会会众和公众，并且特别注意和优先通知原定当天进行教会聚会/活动的聚会/活动负责人。

因其他紧急情况而关闭

我们教会可能会因其他紧急情况而关闭，包括但不限于：

- 计划内或计划外的长时间停电
- 教堂内长时间失去暖气
- 教堂建筑结构损坏

如果发生其他紧急情况，执事会主席在与主任牧师协商后，将根据情况尽快决定是否关闭我们教会，并取消当天的所有教会聚会/活动或改为网上聚会。若果做出关闭教会的决定，通信流程将立即启动，公布教会关闭并通知教会会众和公众。

半日关闭

如果在我们教会开放期间出现天气或紧急情况，包括天气或道路状况恶化，主任牧师在与执事会主席协商后，将决定是否在当天剩余时间内关闭我们教会，并取消当天余下的所有教会聚会/活动或改为网上聚会。若果做出在当天剩余时间内关闭教会的决定，通信流程将立即启动，公布教会在当天剩余的剩余时间内关闭并通知教会会众和公众，并且特别注意和优先通知原定当天剩余时间内进行教会聚会/活动的聚会/活动负责人。所有在教堂内的人都将要求尽快离开。

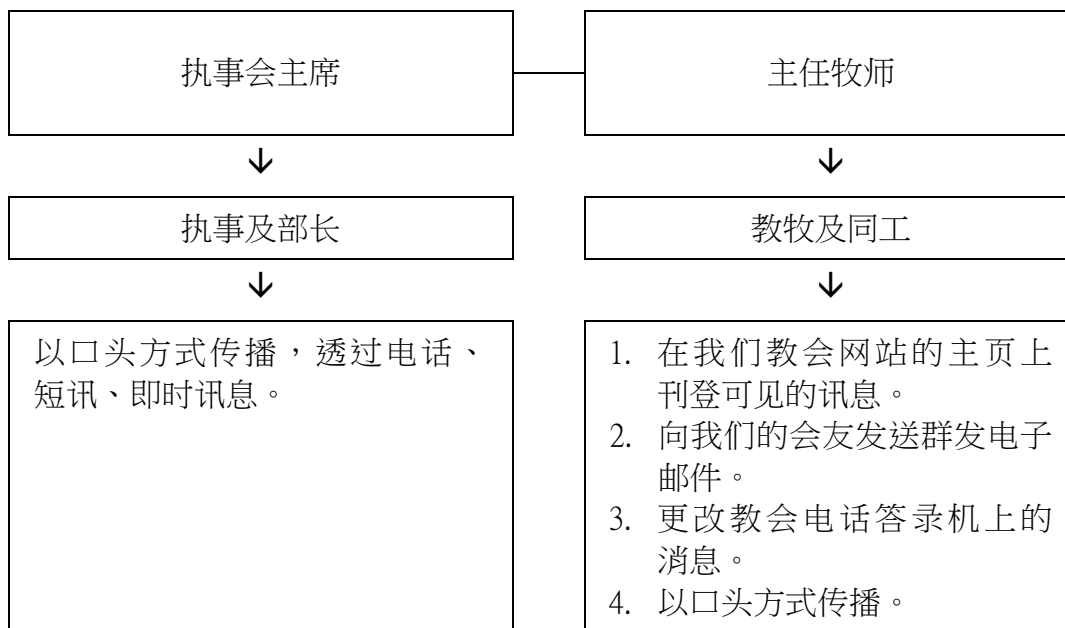
通信流程

请注意，我们仅会公布教会关闭；我们不会发布任何公告表明我们教会已经开放或将要开放。

当决定关闭我们教会时，我们将使用多种方法通知我们教会的会友和会众，包括：

- 在我们教会网站的主页上刊登可见的讯息。
- 向我们的会友发送群发电子邮件。（如果您想添加到我们教会的电子邮件名单中，请联络我们教会办公室。）
- 更改教会电话答录机上的消息以告知教会关闭。
- 鼓励以口头方式传播。我们鼓励会友和会众透过电话、短讯、即时讯息就教会关闭事宜相互通知，特别是与那些可能不能上网或透过电子邮件获取资讯的人（例如长者）。

下图说明了教会领袖将采取的通信管道：



雇员期望和薪酬

本部份的「雇员」是指教会关闭时在颂主堂薪资单上雇用的所有教牧和行政人员，不包括所有合约工。

任何时候都不会对雇员施加压力以鼓励他们冒着风险去教会工作。如果雇员觉得不能安全地去教会上班，应联络主任牧师或执事会主席寻求替代工作安排，并以书面方式记录该安排。

如果我们教会在工作日关闭，并且雇员在上班前提前收到关闭通知，他们在教会关闭当天应在家工作。

如果在决定关闭我们教会之前雇员正在教会工作，我们将要求雇员尽快离开，并根据 B.C.省《雇佣标准法》（*B.C. Employment Standards Act*）向他们提供补偿。主任牧师在与执事会主席协商后，将根据个别情况，考虑包括关闭原因、关闭日期/时间等因素，决定是否需要雇员在教堂关闭当天回家后继续在家工作，并以书面形式记录该决定，用以计算薪资。

雇员有责任确保他们有在家工作所需的知识和设备。如果雇员需要协助在家工作的安排，他们应该联络我们教会的技术团队。

其他资讯

本政策的简化版本将刊贴在我们教会的布告板和网站上，以向我们教会的会友和会众通报本政策。

执事会可不时修订和更新本政策，更新后的政策将会随之公布。