

Christ Church URC/Baptist Church, Tacket Street Ipswich

Procedure for Emergency Closure of Church Buildings

Possible reasons why it may be necessary to cancel services include:

- Severe weather
- Problems arising with the church buildings
- Government restrictions
- Closure of roads or footways preventing access to the church buildings.

If a problem becomes apparent in good time, such as the Great East Run, the decision to cancel services will be taken by Minister, Deacons and if possible Church Meeting. The congregation will be informed by announcements at earlier services, through the weekly notices, Comment and at Church Meeting.

If there is a problem with the buildings, such as a breakdown of the heating system, it is usually possible to transfer the service to the Christ Church Hall. It is likely that the Caretaker will be the first to be aware of the problem and they should inform the Property Manager. If the problem cannot be overcome they will inform the Minister & Church Secretary. If a decision is then taken to re-locate the service it is not necessary to inform the congregation until they arrive. Notices should be posted to redirect people to the Hall when they arrive.

Some events may require an emergency closure of the church. For example:

- Heavy snow
- Severe flooding
- A total failure of the electricity supply

The decision to close the church will be taken by the Minister, Church Secretary and Property Manager. It will then be necessary to inform all possible attendees of the closure. The Secretary will carry out the following actions:

- Telephone Radio Suffolk and ask for an announcement to be made.
- Email the congregation.
- Phone the Webmaster and ask for a notice to be placed on the website.
- Phone the Deacons and ask them to phone everyone on their pastoral lists who is likely to attend.
- Ask the caretaker to place a notice on the main entrance to say that the service has been cancelled.
- Contact or arrange for others to contact any other users of the church on that day (Bethany Church for instance) or any invited guests or visiting preachers.
- Contact or arrange for others to contact the Organist.

Contacts:

Minister	Revd Neil Coulson	01473-462566
Secretary	Rob King	01473-413424 or mobile 07899097748
Property Manager	Mike Smith	01473-214494
Caretaker	Jayne Hughes	01473-289779 or mobile 07903-336158
Webmaster	Joy Byford	07752-963083
Organist	Stephen Hogger	07771-764963
Hall Letting	June Thornton	01473-724793
Pulpit Supply	Jenny Jones	01473-251152
Radio Suffolk		01473 250000