

**UUFSD Policy and Procedure Document****Policy ID: 411****Title: Sunday Services Location**

Date Approved: Approved by the Board of Directors

Revised and Approved: June 1, 2022 by the Board of Directors

**Purpose**

Holding Sunday Worship Services in our outdoor amphitheater is of the highest priority for our congregation. It will be the location of services whenever possible. The primary goal is always to ensure the health, safety and comfort of our Fellowship members, as well as protecting the electrical equipment. There are times, however, when due to weather or unusual special requirements, services will be held in Founders Hall. This procedure addresses the criteria for holding services indoors when warranted.

**Policy**

The decision regarding location of the Sunday Worship Service will be made 90 minutes before the service by the AV Technician in consultation with the Minister or, if no Minister is present, the Worship Associate (WA). When there are two services, or one service followed by a congregational meeting or forum, both will be held in the same location, as there is insufficient time to set up between services.

**Procedure**

While there will be unique situations that are not addressed by these criteria, these are the general guidelines. We can have the service outside if: 1) there is not excessive dampness that can cause electrical hazards, wet seating, and unsafe walkways; 2) there is not excessive mud or debris in the amphitheater; and 3) there is little to no chance of rain.

Additionally, there are occasional Sundays where those planning a service prefer its being in Founders Hall because of the music or technical aspects of the service. In these cases, the Minister, Worship Associate, Music Director or music representative must request permission from the Board at least 3-4 weeks before the service to hold the service inside. If approved, the person who has requested the change must notify the AV technician, Set-up staff and the Administrator no later than the Wednesday before the service. The Administrator will publish the change in the newsletter.

If there are questions, members and friends are asked to speak with a Board Member, but not with other staff.