

**Church of St. Michael Inclement Weather Policy
Proposal 2-4-2010**

- **If** the Prior Lake/Savage School District closes due to inclement weather, **then**
 - St. Michael Catholic School also closes for the day
 - There is no 8:00 a.m. Mass or communion service that day
 - All public parish activities, even in the evening, are cancelled for that day
 - Parish Office automatically closes in the morning until 1:00 p.m. By 10:00 a.m. the Business Administrator will decide whether or not the office should open for the rest of the day.
 - Cancellation of committee meetings is left up to the discretion of each committee

- Communication Procedure
 - Parishioners will be informed of this policy in the bulletin and on the website
 - Business Administrator will notify staff if the Parish Office will open at 1:00 p.m. by leaving a mass voicemail
 - If the Parish Office will remain closed after 1:00 p.m., Director of Office/Communications will record this change on the night voicemail setting