

Emergency Closing Procedure

First Unitarian Universalist Church

Rochester, MN

Closing decision is made by 7:30 AM in consultation with:

- * Minister
- * Worship Associate
- * Board President (or Vice-President in the President's absence)

Phone message is changed by the Minister, the Service Coordinator, or the President

Instructions for changing the phone message are on the reverse side for those who require it.
E-notice to be sent out from Office Managers Computer if someone has access to it.

Posting of Signs

A large sign should be posted on the front door.

If possible, a large sign should also be posted on the outdoor church sign by entry to lower parking lot.

PHONE TREE:

Minister calls

— Music Director/Organist
Connie Schuelka
282-1124

└ Guest musicians

— DRE
Gwen Hendee
529-7899

└ Teacher phone tree

— Music Director
Joe Mish
356-8762

└ Choir members (if applicable)

— Pastoral Care/Membership Coordinator
Sarah Rothwell
280-6543

Worship Associate calls

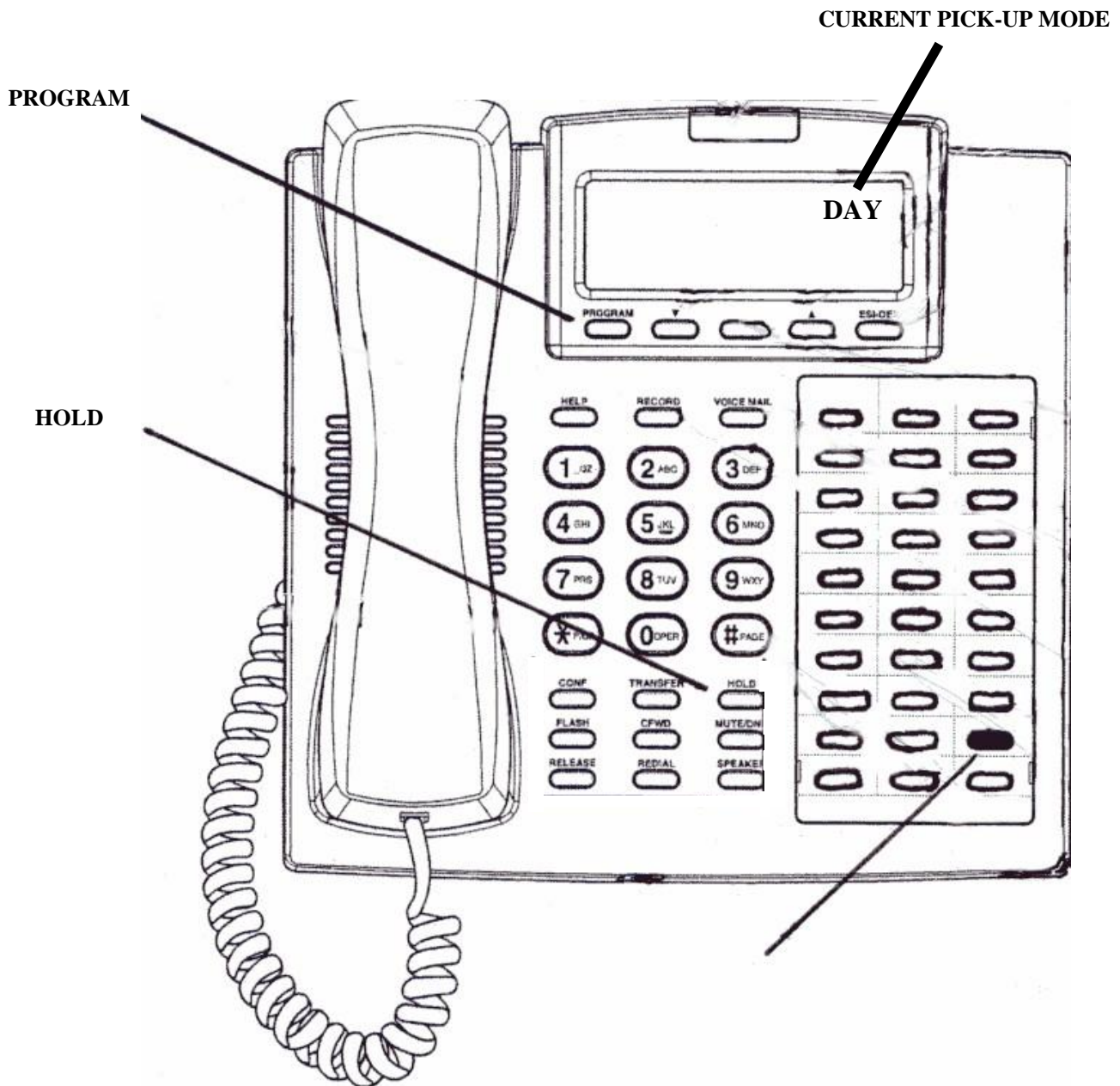
— 286-1010
KRCH, KMFX, KWEB, KNFX

— 288-7700
KNXR, KRPR

Board President calls

— 280-5132
KTTC-TV

— 288-3888
KROC-AM, KROC-FM, KYBA



TO CHANGE MAIN GREETING

1. Press **PROGRAM**
2. Press **HOLD**
3. Enter password **456 #**
4. Press **6** for recordings
5. Press **1** to record main greeting
6. Enter branch number **1**
7. Press **#** to confirm
8. Press **1** to record
9. Press **1** when finished (new recording will play)
10. If satisfied with message, press **#** to accept/confirm.