

Pastor will notify the Director of Finance with the closing details.

The Director of Finance:

1. Notifies the Business Manager
2. Will contact the following new channels about the closing:
  - a. WHIO (with complete closing details)
  - b. WKEF (with limited closing details)
  - c. WDTN (with limited closing details)

The Business Manager:

1. notifies the entire staff via email of the closing details.
2. will personally call the:
  - a. Communications Director
  - b. Maintenance Manager(s)
  - c. Receptionists at both campuses
  - d. Faith Formation Director

The Communications Director will:

1. Email the parish via Flocknote with the closing details.
2. Post the closing onto the parish website home page.
3. Text the closing via the parish phone app.

The Calendar Manager will:

1. Notify all those who are scheduled on the parish calendar of the closing.

All staff members affected by the closing will:

1. Contact all affected volunteers, parishioners, students, families, etc. if possible.

The receptionist at both parish campuses will:

1. Update the parish voicemail system.

The Faith Formation Director will:

1. Place class cancellations on the parish phone message extension if possible.

NOTE: It is also determined that when the school on the Incarnation campus is closed, all activities in the Parish Activity Center (PAC) will also be cancelled through 4:00 pm that day