

# Presbytery Meeting & Event Cancellation Policy

In the event of a severe weather forecast which would make traveling hazardous, Presbytery Meetings and Presbytery-wide events may be canceled and rescheduled for another date. A decision to cancel will normally be communicated to participants no later than three hours before the time when the meeting or event is scheduled to begin.

## Special or Stated Presbytery Meetings

The Presbytery Moderator, in consultation with the Vice Moderator and Co-Presbyters, will make this decision. Normally, the meeting will be rescheduled for one week later than the originally scheduled date.

## Other Presbytery-wide events

A decision to cancel other Presbytery-wide events will be made by the person or group with responsibility for the event. If a snow date has been established, the event will be held on that date.

## Notification of Cancellation

Notification methods may include the following, as appropriate to the event being canceled or postponed:

- E-mailing groups and/or individuals
- Posting the notice on the Presbytery web page
- Posting an announcement on the [13WHAM web site](#), as well as on their TV and radio stations
- Posting an announcement on additional media web sites and TV and radio stations as may be determined to be effective
- Telephone calls to persons without e-mail
- Recording the cancellation information on the Presbytery Office voice mail

The Presbytery Office will also notify the host church of the cancellation and/or postponement of a Presbytery Meeting.

## **Committee and Ministry Team Meetings**

Decisions to cancel committee or ministry team meetings will be made by the convener of the group. The convener will be responsible for notifying members of the group and for making sure that the Presbytery Office knows about the cancellation and rescheduled date.

This policy will be posted on the Presbytery web site and will be widely distributed to the Presbytery.

*Approved by Council 3/10/2008*