

**Presbytery of Lake Erie
Coordinating Commission
Cancellation of Presbytery Meetings Procedure**

Adopted 05.2012

From time to time, it may be necessary to cancel or delay a meeting of the Presbytery of Lake Erie. When that is being considered, the following guidelines will be utilized:

1. Any decision to cancel or delay will be made by the moderator, after telephone discussion with the vice moderator, moderator of Presbytery's Coordinating Committee, Stated Clerk, General Presbyter and the host congregation.
2. If a decision is made to cancel a meeting or delay the start time by more than two hours, that decision should be made at least five hours prior to the meeting in order that the decision might be communicated to all commissioners. In the case of a meeting scheduled to begin at 10:00 AM, if at all possible, the decision needs to be made the previous evening.
3. If a decision is made to cancel a meeting or delay the start time by more than two hours, the Stated Clerk or Presbytery Office shall send an e-mail notification to those minister members and church offices for which the presbytery has an e-mail address. In addition, the moderator and Stated Clerk will contact the offices of these five churches: Warren (Warren Region), Second Oil City (Oil City Region), Meadville First (Crawford County), Wayside (West Erie County) and North East (East Erie County). The office in each of those five churches will make the following contacts to inform them of the cancellation:

McKean, Warren, Forest County Cong.

Bradford First
Endeavor
Garland
Irvine
Kane
North Warren
Port Allegany
Sugar Grove
Tidioute
Tionesta
Warren
Polk

Oil City Region Congregations

Cooperstown
Emlenton
Franklin First
Franklin Rocky Grove
Nickleville
Oil City First
Oil City Second
Oil City Plumer
Pleasantville

Crawford County Congregations

Adamsville
Cambridge Springs
Cochranon
Conneaut Lake
Cranesville
Harmonsburg

West Erie County Congregations

Erie Elmwood
Erie First Covenant
Erie New Hope
Erie Wayside
Erie Westminister
Fairview Church of the Cross

Hartstown
Linesville
Meadville First
Meadville Church of the Redeemer
Watson Run

Fairview First
Lake City
Girard

East Erie County Congregations

Corry
Edinboro
Erie Belle Valley
Erie Eastminister
Erie Emmanuel
Harborcreek
Mill Village
North East
Ripley, NY
Union City
Waterford

(Because teaching elders and ruling elder commissioners change on a regular basis it would be up to the church making the calls to do their level best to contact all the congregations.)

Within a county:

- A. Make sure all churches are contacted
- B. Make sure all clergy serving in validated ministries within your area are contacted.
- C. Make sure all retired clergy in your area who are likely to attend are contacted.
 - D. Make sure presbytery committee moderators from the appropriate areas who are not ruling elder commissioners are contacted.

4. The Presbytery Office will be responsible to convey the information to the three networks in Erie – WSEE, WICU & WJET. If a meeting is rescheduled it will be up to the Presbytery Office, with the Stated Clerk, to decide whether an additional reminder notice needs to be mailed.

5. If the host church incurs unexpected expenses, through loss of food, or having to prepare another meal a few days later for a rescheduled presbytery meeting, it will be the responsibility of the presbytery to reimburse the local congregation.

Rev. 05/29/12