

BLACKHAWK PRESBYTERY

Ecclesiastical Administrative Manual

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All Book of Order references are to the Constitution of the Presbyterian Church (USA), Part II, known as the Book of Order. References are to the 2015-17 Book of Order.

BLACKHAWK PRESBYTERY
Ecclesiastical Administrative Manual

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ARTICLE I. THE PRESBYTERY

- A. **PURPOSE:** Blackhawk Presbytery is a mid-council of the Presbyterian Church (USA) as defined in the Constitution of the denomination which, in Part II, is called the *Book of Order*. The Presbytery is the council serving as a corporate expression of the church within its district and is composed of all the congregations and teaching elders within that district. The Presbytery is responsible for the government of the church throughout its district, and for assisting and supporting the witness of congregations to the sovereign activity of God in the world, so that all congregations become communities of faith, hope, love, and witness. (G-3.0301).
- B. **BOUNDARIES:** Blackhawk Presbytery consists of the churches and ministers in the Illinois counties of: Boone, Bureau, Carroll, DeKalb, Ford (except that portion east of Interstate 57), Grundy, Kewanee Church in Henry County, Iroquois, Jo Daviess, Kane, Kankakee, Kendall, LaSalle, Lee, Livingston, Marshall, McHenry, Ogle, Putnam, Stark, Stephenson, Whiteside, Will, Winnebago, and Washburn church of Woodford County.

ARTICLE II. PRESBYTERY VISION AND VALUES

- A. Grounded in the Biblical image for human community, as disciples of Jesus, following His witness and command for His church, guided by the principles of trust, open communication, and genuine relationships, we will challenge and support congregations to be thriving faith communities by providing competent pastoral leadership, resourcing to energize ministry, and supporting networks and partnerships of Presbyterians.

ARTICLE III. AUTHORITY

- A. **ECCLESIASTICAL ORGANIZATION:** As a governing body of the Presbyterian Church (USA), Blackhawk Presbytery is subject to the provisions of the constitution of the Presbyterian Church (USA).
1. **ADMINISTRATIVE MANUAL:** This manual provides the descriptions, policies, and process of the ecclesiastical organization of the Presbytery.
 2. **TEMPORARY SUSPENSION OF THE ADMINISTRATIVE MANUAL:** The policies of this administrative manual may be temporarily suspended at any stated meeting of the Presbytery Assembly by a two-thirds vote.
 3. **AMENDMENTS TO ADMINSTRATIVE MANUAL:** This administrative manual may be amended by a majority vote at any stated meeting of the Presbytery Assembly, provided that notice of such intended meeting is provided.
 4. This manual shall be interpreted in accordance with the constitution of the Presbyterian Church (USA) and all applicable state and federal laws.
- B. **CORPORATE ORGANIZATION:** As required by the Book of Order (G-4.0101), Blackhawk Presbytery has formed a non-profit corporation, in the State of Illinois, called Presbytery of Blackhawk of the Presbyterian Church (USA). The description, rules, and processes of this legal entity are presented in a separate document titled **Corporate Bylaws of the Presbytery of Blackhawk**.

ARTICLE IV. PRESBYTERY ASSEMBLY MEETINGS

- A. **PURPOSE:** The Presbytery Assembly is the assembled body of teaching elder members and ruling elder commissioners representing member congregations and other ruling elder members elected or appointed to participate in the stated and special meetings of the presbytery.
- B. **ACTIVITIES:** The Presbytery Assembly shall:
1. Decide the policies and the actions of the Presbytery
 2. Discharge the Presbytery's responsibilities as listed in G-3.0301-G-3.0303
 3. Elect the members of the Presbytery Council, the committees and commissions, officers, and the commissioners to the Synod of Lincoln Trails and the General Assembly
 4. Maintain covenantal relations with sessions of member congregations, the Synod of Lincoln Trails, and the General Assembly.
- A. **STATED MEETINGS:** Stated meetings of the Presbytery Assembly shall be held on the second Tuesday of February, April, June, September and November.
1. The February meeting shall be the Annual Meeting of the presbytery.
 2. The Presbytery Assembly may vote at any stated meeting for the purpose of rescheduling or canceling any future stated meeting.
- B. **PLACE:** The Stated Clerk shall determine locations of stated meetings.
- C. **SPECIAL MEETINGS:** Special (called) meetings of the Presbytery Assembly shall be called in accordance with the provisions of the *Book of Order* (G-3.0304).
- D. **QUORUM:** A quorum of the Presbytery Assembly shall be any three teaching elder members and three elder commissioners from three different congregations (G-3.0304).
- E. **DOCKET:** The docket of each meeting shall be prepared by the Stated Clerk in consultation with the Presbytery Council, Moderator, and Assembly Planning Committee.
1. The docket shall be made available to meeting members ten days prior to the meeting.
 2. An opportunity to amend the docket shall be provided at the beginning of the meeting, when the docket is offered for approval.
- F. **MEETING GUIDELINES:** The parliamentary authority for all matters shall be the most recent edition of *Robert's Rules of Order*.
1. All deliberations of the Presbytery Assembly will be conducted under conditions that allow for simultaneous communications among its members.
 2. Proxy voting and absentee voting are not allowed in any entity of Blackhawk Presbytery.
- G. **MEETING MEMBERSHIP:**
1. Teaching elders within the boundaries of Blackhawk Presbytery shall be members of the Presbytery Assembly (G-3.0306).
 2. Ruling elders elected as commissioners from churches within the boundaries of Blackhawk Presbytery shall be voting members of Presbytery Assembly (G-3.0301).

3. Each ruling elder elected an officer of the Presbytery or elected moderator of a committee, commission, or board shall be enrolled as a member of the presbytery for the term of office (G-3.0301).
4. Ministers and elders in good standing in other governing bodies of this or any other Christian church who are present at any meeting may be invited to sit as corresponding members, with voice, but without vote.

H. PARLIAMENTARY PROCEDURES

1. The Presbytery Assembly shall elect a parliamentarian who will provide guidance on interpretation and application of Roberts Rules of Order.
2. Responsibilities: The parliamentarian is an expert in interpreting and applying the “Rules of Order” for meetings. These rules enable groups to efficiently and fairly discuss and determine actions to be taken. A parliamentarian’s main function is to give advice on parliamentary procedure to the Moderator, Stated Clerk, and members of the Presbytery Assembly.
3. Term of Office: 1 year with privilege of reelection
4. Election: Nominated by the Nominating Committee and elected by the Presbytery Assembly.
5. Qualifications: Does not need to be a member of presbytery. If a member of the Presbytery Assembly will have voice and vote. If not a member of the Presbytery Assembly will be given voice but not vote.
6. Vacancy: The Stated Clerk will serve as Parliamentarian at any time there is no elected Parliamentarian present.

ARTICLE V. PRESBYTERY OFFICERS

A. OFFICERS:

1. The officers of the Blackhawk Presbytery ecclesiastical organization shall be the Moderator, Vice-Moderator, Stated Clerk, and Treasurer.
2. All officers shall be accountable to the Presbytery Assembly, unless otherwise specified in these guidelines.

B. MODERATOR:

1. Responsibilities: The Moderator shall be the moderator of the Presbytery Assembly and a member of the Presbytery Council.
2. Term of Office: One year, without the privilege of reelection.
3. Election: The Moderator shall be elected by the Presbytery Assembly in November.
4. Qualifications: Ruling elder or teaching elder of Blackhawk Presbytery.
5. Vacancy: A vacancy in the office of Moderator shall be filled by the Vice-Moderator for the remainder of the term.

C. VICE MODERATOR:

1. Responsibilities: The Vice-Moderator shall preside or act on behalf of the Moderator when the Moderator so requests, and shall preside at meetings of the

Presbytery when the Moderator is not present. The Vice-Moderator shall be a member of the Presbytery Council.

2. Term of Office: One year, without the privilege of reelection.
3. Election: The Vice Moderator shall be elected by the Presbytery Assembly.
4. Qualifications: Ruling elder or teaching elder of Blackhawk Presbytery.
5. Vacancy: If there is a vacancy in the office of Vice-Moderator, the Presbytery Assembly may elect a successor or may choose to leave the office unfilled for the remainder of the term. The Nominating Committee shall recommend the appropriate action.

D. STATED CLERK:

1. Responsibilities:
 - a. The Stated Clerk is responsible for the preservation of the Presbytery's minutes and records. These records shall include the rolls of the Presbytery's membership and registers of all Certified Christian Educators, Certified Associate Christian Educators, and ruling elders commissioned to particular pastoral service.
 - b. The Stated Clerk shall have the duties specified in the *Book of Order* and in this manual and shall serve as Parliamentarian, in the absence of an elected parliamentarian, at Presbytery Assembly meetings.
2. Term of Office: Three years, with the privilege of reelection.
3. Election: The Stated Clerk of the Presbytery shall be elected by the Presbytery Assembly.
4. Qualifications: The Stated Clerk must be a ruling elder or teaching elder. The Stated Clerk is generally a member of the staff of Blackhawk Presbytery.
5. Vacancy: If there is a vacancy in the office of Stated Clerk, the Presbytery Council, in consultation with the General Presbyter, shall appoint an acting Stated Clerk who shall serve until the Presbytery elects a new Stated Clerk.

E. TREASURER:

1. Responsibilities: The Treasurer shall receive, record, and report all funds of the Presbytery and keep accurate accounts and records of the same.
2. Term of Office: One year, with the privilege of reelection.
3. Election: The Treasurer of the presbytery shall be elected by the Presbytery Assembly.
4. Accountability: To the Presbytery Assembly.
5. Qualifications: The Treasurer must be a ruling elder or teaching elder. The Treasurer is generally a member of the staff of Blackhawk Presbytery.
6. Vacancy: If there is a vacancy in the office of Treasurer, the Presbytery Council, in consultation with the General Presbyter, shall appoint an acting Treasurer who shall serve until the Presbytery Assembly elects a new Treasurer.

F. BOARD OF TRUSTEES

1. The Board of Trustees are part of the legal corporate organization and not the ecclesiastical organization so are not included in this manual.
2. The responsibilities, election, and term of the corporation Trustees are spelled out in detail in the **Presbytery of Blackhawk Corporation By-Laws**.

ARTICLE VI. NOMINATIONS AND ELECTIONS**A. ELIGIBILITY:**

1. All teaching elders and ruling elders are eligible for any of the elected offices and appointed responsibilities of the Presbytery.
2. Non-ordained church members may be elected to committees.
3. Moderators of committees and commissions shall be teaching elders, ruling elders, and members of congregations and shall be members of a class of the particular committee or commission.
4. Each committee or commission should have a designated balance between teaching elders, ruling elders, and members of congregations within each class as well as across the committee or commission as a whole.

B. NOMINATIONS:

1. The Nominating Committee shall prepare and present to the Presbytery Assembly a list of nominations of eligible persons for each vacant office, committee or commission, committee and commission moderators, as well as the nominations for Commissioners to the Synod and General Assembly.
2. Nominations for the Nominating Committee, the Committee on Representation, the Stated Clerk, Parliamentarian, and the Treasurer shall be made by the Presbytery Council.
3. Full consideration shall be given to proportionate representation of gender and ethnic groups, using congregation membership and ordination percentages as guidelines. In the case of the Stated Clerk, Parliamentarian, and Treasurer, nominations should be made in consultation with the Personnel Committee.

C. TERMS AND PROCEDURES FOR ELECTIONS:

1. Time of Elections:
 - a. The annual election of officers of the Presbytery and committee and commission moderators and members shall be at the November stated meeting of the Presbytery Assembly.
 - b. The election of Commissioners to the General Assembly and Synod shall be at the February stated meeting.
 - c. Election to fill vacancies of committees and commission may take place at any Presbytery Assembly meeting.
2. Election Procedure:
 - a. The Nominating Committee, the Presbytery Council, and entities designated to nominate administrative commissions shall present to

Presbytery Assembly a list of eligible candidates for vacant positions. One candidate will be presented for each position.

- b. The Nominating Committee, the Presbytery Council, and entities designated to nominate administrative commissions may present candidates for election to vacant positions at any Stated Meeting, if the need arises.
 - c. Opportunity shall be offered for nominations from the floor.
3. Term of Office:
- a. Commissioners: Commissioners from each member congregation are elected by those congregations.
 - b. Committees and Commissions: The term of service shall normally be for three years, unless filling an unexpired term, with the privilege of re-election to a second term of three years. No member of a committee or commission may serve more than 6 consecutive years.
 - c. Term: The term of elected positions will begin at the end of the November Presbytery Assembly upon election and installation.

ARTICLE VII. PRESBYTERY COUNCIL

A. PRESBYTERY COUNCIL:

1. Composition: The Presbytery Council shall consist of 14 voting members: the moderators of Commission on Ministry, Mission Committee, Business Affairs Committee, Stronghold Committee, Personnel Committee; six at-large members; and the Moderator, Vice-Moderator, and Immediate Past Moderator of the Presbytery Assembly. The General Presbyter, Stated Clerk, and Treasurer shall serve ex-officio on the Presbytery Council.
2. Responsibilities:
 - a. Facilitate coordination and information sharing among committees and commissions.
 - b. Holds accountable Mission, Personnel, Business Affairs and any other committee or ad hoc group reporting to Council.
 - c. Receive and recommend the budget prepared by the Business Affairs Committee and present to the Presbytery Assembly for final approval.
 - d. Participate in deliberations on legal and real estate matters and work with the Corporate Trustees
 - e. Continually develop, evaluate, and recommend to the Presbytery Assembly the ongoing vision, priorities, and actions for Blackhawk Presbytery.
 - f. Address issues that arise that do not fall within the responsibility of a particular committee or commission.
 - g. Receive and recommend the nomination of persons for the officer positions of Stated Clerk and Treasurer.
 - h. Nominate the moderator and members of the Nominating Committee and the Committee on Representation.

- d. To manage a mission grant program for the Presbytery.
 - e. Encouraging Presbyterians & Presbyterian churches to work together and facilitate communication amongst these connections.
3. Authority:
 - a. To recruit, appoint and/or mobilize others to see that the Mission Committee's responsibilities are fulfilled.
 - b. To commit funds in order to fulfill responsibilities.
 - 1) Within approved budget allocations for the Mission Committee.
 - 2) From funding sources over which Presbytery has granted control to the Mission Committee.
 - c. To sign off on grant applications that address the missional vision and commit funds as above.
 4. Accountability: Presbytery Council
- D. PERSONNEL COMMITTEE:
1. Composition: Three members in three classes of one person, composed of a balanced representation of Teaching Elders and members of congregations. The Moderator of the committee is included in the total of three members.
 2. Responsibilities:
 - a. Design, document, oversee implementation of, and monitor compliance with a staffing and salary structure that supports the Presbytery's vision.
 - b. Design, document, oversee implementation of, and monitor compliance with the Personnel Manual and procedures that maximize the ability of staff to support the Presbytery's vision.
 - c. Develop and maintain staff position descriptions.
 - d. Conduct regular performance review of Presbytery staff.
 - e. Nominating Stated Clerk and Treasurer.
 - f. Accountability: Presbytery Council
- E. BUSINESS AFFAIRS COMMITTEE:
1. Composition: Six members in three classes of two persons, composed of a balanced representation of Teaching Elders and members of congregations. The General Presbyter and the Treasurer shall serve ex-officio. The Moderator of the committee is included in the total of six members.
 2. Responsibilities:
 - a. Present an annual budget for the work of the Presbytery to the Presbytery Council for approval prior to seeking the final approval of Presbytery Assembly.
 - b. Monitor on a consistent basis Presbytery's financial status.
 - c. Monitor compliance with the approved budget and work with staff, committees and commissions to make necessary adjustments.

- d. Work with appropriate groups to encourage interpretation of Presbytery's financial situation and needs.
 - e. Participate in the development of Presbytery's revenues through various sources including stewardship interpretation and education.
 - f. Oversee the business practices Presbytery has in place and assign tasks to appropriate entities within the current structure.
3. Accountability: Presbytery Council
- F. **STRONGHOLD CAMP & RETREAT CENTER COMMITTEE:**
- 1. Composition: Nine members in three classes of three persons, composed of a balanced representation of Teaching Elders and members of congregations. The Moderator of the committee is included in the total of nine members.
 - 2. Responsibilities:
 - a. Provide assistance to staff in policy development and implementation and budget development and review. Present to Presbytery Council an annual budget for final approval by the Presbytery Assembly.
 - b. Provide leadership in fund raising and fund development.
 - c. Be in partnership with staff in strategic planning and to act as a think tank with staff for the betterment of Stronghold ministry.
 - 3. Accountability: Presbytery Council

ARTICLE VIII. COMMITTEES & COMMISSIONS OF THE PRESBYTERY ASSEMBLY

- A. **COMMISSIONS:** A commission is empowered to consider and conclude matters referred to it by the Presbytery Assembly.
- B. **COMMISSION ON MINISTRY:**
 - 1. Composition: Twenty-seven members in three classes of nine persons, composed of a balanced representation of teaching elders and ruling elders. The Moderator of the commission and Vice Moderator of the commission are included in the total of twenty-seven members.
 - 2. Responsibilities:
 - a. Carry out responsibilities defined in the *Book of Order* G-3.0307
 - b. Recommend to the Presbytery Assembly the composition of administrative commissions to ordain and/or to install ministers of the Word and Sacrament. If the Presbytery Assembly authorizes an ordination or installation but does not appoint a commission to carry it out, the Commission on Ministry shall have the authority to appoint a commission for that purpose.
 - 3. Authority: To exercise any of the powers given, if the Commission determines that the welfare of the church requires action before the next meeting of the Presbytery Assembly, provided that the Commission shall report any such action to the next stated meeting of the Presbytery Assembly.
 - 4. Accountability: Presbytery Assembly
- C. **COMMITTEE ON PREPARATION FOR MINISTRY:**

1. Composition: Nine members in three classes of three persons, composed of a balanced representation of teaching elders and ruling elders. The Moderator of the committee is included in the total of nine members.
 2. Responsibilities:
 - a. Carry out responsibilities defined in the *Book of Order* G-2.06.
 - b. Bring to the Presbytery recommendations for action in the selection, reception, care, examination and ordination or transfer of its candidates.
 - c. Manage the Commissioned Lay Pastor initial training program for the Presbytery.
 3. Authority:
 - a. To dismiss candidates to other presbyteries whenever it determines that such action is justified, provided that the committee shall report any such action to the next stated meeting of the Presbytery Assembly.
 4. Accountability: Presbytery Assembly
- D. NOMINATING COMMITTEE:
1. Composition: Seven members in two classes of two persons and one class of three persons, composed of a balanced geographically representation of teaching elders and ruling elders. The Moderator of the committee is included in the total of seven members. The Moderator of the Committee on Representation is an ex-officio member.
 2. Responsibilities:
 - a. The Nominating Committee shall present to Presbytery Assembly nominations for the Vice-Moderator and Moderator of the Presbytery, the Committee and Commission Moderators, members of Committees and Commission, Parliamentarian, and Commissioners to General Assembly and Synod.
 - b. All Commission and Committee Moderators must be either a Teaching Elder or Ruling Elder.
 - c. The Nominating Committee shall present to Presbytery Assembly nominations to fill all vacancies that occur during the year, except as otherwise specified in this manual.
 3. Accountability: Presbytery Assembly
- E. COMMITTEE ON REPRESENTATION:
1. Composition: Six members elected in accordance with the *Book of Order* G-3.0103. These individuals shall be nominated by the Presbytery Council. The Moderator of the committee is included in the total of six members
 2. Responsibilities: Carry out the responsibilities assigned to the Committee on Representation in the *Book of Order*. The Moderator of the Committee on Representation shall serve as an ex-officio member of the Nominating Committee.
 3. Accountability: Presbytery Assembly
- F. PERMANENT JUDICIAL COMMISSION:

1. Composition: Nine members in three classes of three persons, composed of a balanced representation of teaching elders and ruling elders. The term for members is six years and members are elected in odd years. Candidates for this Commission are nominated by the Nominating Committee. The Moderator of the commission is included in the total of nine members.
 2. Responsibilities: Carry out the responsibilities and practices defined in the *Book of Order*, Rules of Church Discipline.
 3. Accountability: The Permanent Judicial Commission shall be accountable only to the Presbytery Assembly.
- G. COMMISSIONERS AND YOUTH ADVISORY DELEGATES TO GENERAL ASSEMBLY
Blackhawk Presbytery shall commission teaching elders, ruling elders from different member congregations, and youth to each General Assembly meeting. Alternate commissioners shall also be elected.
1. Election:
 - a. Nominations for election of teaching elders and ruling elders as commissioners and alternate commissioners shall be presented to the Presbytery Assembly for election at the February Stated Meeting immediately preceding the General Assembly.
 - b. Members of the Presbytery Assembly shall have the right to nominate commissioners and alternate commissioners from the floor, and if done, the Presbytery Assembly shall elect commissioners by written ballot.
 - c. In the event that a principal commissioner is unable to serve, the alternate will become a commissioner.
 - d. Ordinarily, alternate commissioners will attend the subsequent General Assembly as commissioners.
 2. Criteria for Nomination of teaching Elders:
 - a. The Nominating Committee shall work from a rotation list maintained by the Stated Clerk of teaching elders enrolled in Blackhawk Presbytery, reflecting the year they became members of Blackhawk Presbytery. The Nominating Committee shall approach those teaching elders longest in service in this presbytery, using the following suggested criteria:
 - 1) Engaged in active service in the Presbytery.
 - 2) Regular attendance at Presbytery in the years prior to election and service as an elected member of a Presbytery Committee.
 - 3) Willingness to attend if elected and to interpret the work to the governing body to which they are elected.
 3. Criteria for Nomination for Elders and Youth:
 - a. The Nominating Committee shall work from a list of churches by rotation. The Nominating Committee will invite Sessions to nominate elder and youth commissioners and shall request that the Sessions to be attentive to these characteristics:
 - 1) Spiritual maturity
 - 2) Wisdom to help the larger church make decisions
 - 3) Ministry within the larger church

- 4) Attendance at Presbytery Assembly as a commissioner or visitor, or service as an elected member of a Presbytery committee or commission within the last three years.
 - b. Willingness to attend if elected and to interpret the work of the governing body.
 - c. Elder and Youth Commissioners shall be from different member churches.
 4. Responsibilities
 - a. Commissioners shall attend General Assembly as voting members, shall report to Presbytery Assembly, and shall interpret the work of General Assembly to the congregations of the Presbytery.
- H. COMMISSIONERS TO THE SYNOD OF LINCOLN TRAILS:
1. The Nominating Committee shall nominate commissioners to the Synod of Lincoln Trails in accordance with instructions from the Synod.
- I. ADMINISTRATIVE COMMISSIONS:
1. The Presbytery Council shall nominate commissioners for new church development administrative commissions.
 2. The Commission on Ministry shall nominate commissioners for administrative commissions for churches in difficulties and commissions to participate in the ordination and/or installation of teaching elders in accordance with the *Book of Order*.

ARTICLE IX. STRONGHOLD CAMP & RETREAT CENTER

- A. Stronghold Camp & Retreat Center is a ministry program of Blackhawk Presbytery. Matters related to this ministry shall be directed as follows.
1. Leadership & Direction: The Executive Director shall provide leadership and direction for Stronghold's programming and operations, in consultation with the Stronghold Camp & Retreat Center Committee.
 2. Personnel: Staff with responsibilities related to this program shall be accountable to the Executive Director. The Executive Director, in consultation with the Personnel Committee, may designate specific staff members as supervisors of employee groups.
 3. Budget: The program staff shall present an annual budget to the Stronghold Camp & Retreat Center Committee, who will present it to the Presbytery Assembly for approval.
 4. Property: The Board of Trustees shall handle matters related to the property of Stronghold Center.

ARTICLE X. THE FOUNDATION

- A. The Presbytery shall establish the Blackhawk Presbytery Foundation to recommend and administer gifts and resources for special capital program and mission outreach needs within the Presbytery not ordinarily met by the regular program, mission, and administrative budget of Presbytery. This includes the Stronghold Endowment Fund.

- B. The legal, corporate structure shall be the Blackhawk Presbytery Foundation.
- C. The Board of Directors of the Blackhawk Presbytery Foundation shall be the Board of Trustees of Blackhawk Presbytery, whose officers shall serve as the same officers of the Board of Directors of the Blackhawk Presbytery Foundation.

ARTICLE XI. ADMINISTRATION AND STAFF

- A. To administer the Presbytery, staff shall include a General Presbyter, Stated Clerk, Treasurer, and such other permanent, temporary, and contract staff as the Presbytery may employ.
- B. The process for determining compensation for permanent, temporary, and contract staff shall be a responsibility of the Personnel Committee and shall be defined in the Blackhawk Presbytery Personnel Manual.
- C. General Presbyter
 1. Responsibilities: The General Presbyter shall serve as chief administrator of the Presbytery. The General Presbyter shall supervise Presbytery operations, programs, and staff, including Stronghold Camp & Retreat Center, and provide for staff services for the agencies and committees of the Presbytery. The General Presbyter shall be an ex officio member without vote on all boards and committees of Presbytery.
 2. Terms and Election: The General Presbyter shall be presented to the Presbytery for a call of indefinite period by a special committee of Presbytery elected to search for a General Presbyter.
 3. Accountability: To the Presbytery through the Personnel Committee. The General Presbyter shall be evaluated annually by the Personnel Committee.
 4. Vacancy: If there is a vacancy in the office of General Presbyter, the Personnel Committee shall propose a plan for covering the position responsibilities to the Presbytery Council for its concurrence and recommendation to the Presbytery Assembly for its approval.
- D. STATED CLERK:
 1. Responsibilities: In addition to responsibilities defined in Article V, Section D, other duties may be assigned to the Stated Clerk by the General Presbyter in consultation with the Personnel Committee.
 2. Terms and Election: See Article V, Section D and Article VI.
 3. Accountability: For duties other than those defined in Article V, Section D, the Stated Clerk shall be accountable to the General Presbyter. The Stated Clerk shall be evaluated annually by the General Presbyter, in consultation with the Personnel Committee.
 4. Vacancy: See Article V, Section D.
- E. TREASURER:
 1. Responsibilities: In addition to responsibilities defined in Article V, Section E, other duties may be assigned to the Treasurer by the General Presbyter in consultation with the Personnel Committee.
 2. Terms and Election: See Article V, Section E and Article VI.

3. Accountability: For duties other than those defined in Article V, Section E, the Treasurer shall be accountable to the General Presbyter. The Treasurer shall be evaluated annually by the General Presbyter, in consultation with the Personnel Committee.
 4. Vacancy: See Article V, Section E.
- F. OTHER STAFF:
1. Responsibilities: Responsibilities of other staff are defined in
 2. Accountability: To the General Presbyter. The General Presbyter may designate specific staff members to be supervisors of particular staff.
 3. Vacancy: The General Presbyter in consultation with the Personnel Committee will present a plan for coverage of a position until a hiring process can be completed.

ARTICLE XII. GENERAL POLICIES AND PROCEURES

- A. GENERAL PROCEDURES:
1. Quorum: The quorum for any committee or commission shall be one-third of the voting members, unless otherwise specified in this manual.
 2. Enlisted members: Committees may enlist persons in addition to their elected members who have voice but no vote.
 3. Meetings by Telephone Conference Call: Committees and commissions may take advantage of electronic communication to make decisions, provided that minutes are recorded and approved.
 4. The Presbytery Assembly may appoint an ad hoc committee, commission, or task group for a specific purpose if deemed appropriate.
 5. All committees, commissions, and task groups shall be accountable to the Presbytery Assembly.
- B. POLICIES
1. The Stated Clerk shall prepare and keep current an Administrative Manual for Blackhawk Presbytery, which shall include all Presbytery policies and guidelines and all board and committee policies and guidelines. The Blackhawk Presbytery Administrative Manual shall be made broadly available.

ARTICLE XIII. EFFECTIVE DATE

Approved by Blackhawk Presbytery at its Stated Meeting on September 14, 2004.

Revisions approved by Blackhawk Presbytery at its Stated Meeting on November 8, 2005.

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