

BLACKHAWK PRESBYTERY

Supporting Thriving Faith
Communities in Northern Illinois



OPPORTUNITIES TO SERVE

The Nominating Committee of Blackhawk Presbytery invites you to consider serving the church of Jesus Christ through one of the presbytery Commissions, Boards or Committees or as an officer. If you are interested in serving, please fill out this form and send it to: Blackhawk Presbytery Office, PO Box 199, Oregon, IL 61061, Attn: Nominating Committee. Please retain the rest of this booklet for future reference. For additional information, please call the Presbytery office at 815.732.6111 or email office@blackhawkpresbytery.org.

Date: _____

Name: _____

Address: _____

Phone: (Home) _____ (Office) _____

Email: _____

Church _____

Personal information needed to ensure balance within presbytery leadership:

Gender: male female

Ordination: teaching elder ruling elder not ordained

Age: under 25 25-50 51-65 over 65

Please list the office, commission, board, and/or committee in which you have an interest and tell us why:

Leadership Opportunities in Blackhawk Presbytery

Our Vision

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

An Invitation

A presbytery is defined in the Presbyterian Church (USA) *Book of Order* as “a corporate expression of the church. . . . 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.”

Blackhawk Presbytery consists of teaching elder (minister) members and congregations, and is supported in its work by the General Presbyter/Stated Clerk, the Treasurer, and support staff. Within the structure and rules of the *Book of Order* and Blackhawk Presbytery’s bylaws, it is the teaching elder (minister) members and the congregations who guide the decisions and work of the presbytery.

So, we—each and every one of us—are Blackhawk Presbytery. And in our work together, we have agreed that we value being

- Missionally focused
- Accountable
- Faithful
- Energized
- Connected
- Permission-giving
- Engaged in gift-based ministries

This booklet identifies specific opportunities for you to become directly involved in the work of the presbytery. We hope that you will find a place that engages your passion and your gifts and will answer the call to be in ministry and mission with others in the presbytery.

Blackhawk Presbytery Nominating Committee
Revised June, 2015

Frequently Asked Questions

How long will I serve?

Unless otherwise specified, terms of office are three years, with the privilege of one re-election.

Will I have to pay for my own expenses?

Officers, moderators, and commission, board, and committee members are eligible for mileage reimbursement at the Internal Revenue Service rate for volunteers—\$.14 per mile. Meals during committee meetings are paid for from each board or committee’s budget. Incidental expenses are eligible for reimbursement if approved in advance by the board or committee moderator. Mileage reimbursement and expenses are paid on receipt of an approved voucher. All expenses for Commissioners to the General Assembly are paid for.

How will I get “up to speed” as a new participant?

Boards and committees schedule an annual orientation/assessment meeting to assess progress in the past year and bring new members up to speed.

Will I make a difference?

YES! Without the work of individuals from among the minister members and congregations that are Blackhawk Presbytery, neither the required governance functions nor the missional programming and resourcing functions can happen. Your passion, your gifts, your commitment are what makes it possible for us to be—Blackhawk Presbytery.

Vice-Moderator—cont'd

Participate in development of the docket for called and special meetings.

Conduct first time attendee orientation prior to each regular presbytery meeting.

Term of Office: One year. The Vice Moderator is normally nominated to become Moderator.

President of the Board of Trustees

Responsibilities:

Convene and moderate meetings of the Board of Trustees.

Report to and move actions from the Board of Trustees to the Presbytery.

Serve as President and convene meetings of the Blackhawk Presbytery Foundation

Serve on the Business Affairs Committee.

Term of Office: Three years, with the privilege of one reelection.

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Commission on Ministry

Composition: Thirty-six members composed of eighteen teaching elders (ministers) and eighteen ruling elders, elected for three year terms in three classes of twelve.

Responsibilities:

COM serves as pastor and counselor to the teaching elders (ministers) of the presbytery, facilitates relations between congregations, teaching elders, and the presbytery, assists congregations during pastoral transitions, and settles difficulties on behalf of the presbytery when possible and expedient.

Each commission member is assigned specific churches for which he/she is liaison. Each commissioner's work involves driving to the churches for which he/she is liaison, as well as late afternoon and evening meetings. Commission members are encouraged to have personal email access, since timely communication among commission members is important.

The commission is grouped into 4 geographic areas, each with an area moderator. The area moderators and the commission moderator constitute the executive committee of the commission.

Meetings: Areas—2 weeks before each presbytery meeting.
Executive Committee—2 weeks before each presbytery meeting. Committee as a whole—2 meetings per year, generally January (overnight retreat) and October.

Elected Officers of the Presbytery

Moderator

Responsibilities:

Moderate stated and called meetings of the presbytery.

Convene and moderate the Board of Moderators.

Serve on the Business Affairs Committee and the Learning Opportunities Team of the Mission Strategies & Resources Board.

Represent the presbytery to its congregations and to other councils as requested.

Participate in development of the docket for called and special meetings.

Serve on and convene ordination/installation commissions.

As Immediate Past-Moderator:

Convene and moderate the Business Affairs Committee.

Serve on the Board of Moderators and the Learning Opportunities Team of the Mission Strategies & Resources Board.

Term of Office: One year as Moderator and one year as Immediate Past Moderator.

Vice Moderator

Responsibilities:

Moderate all or portions of stated or called presbytery meetings at the request of the Moderator.

Serve on the Board of Moderators, the Business Affairs Committee, and the Learning Opportunities Team of the Mission Strategies & Resources Board.

Represent the presbytery to its congregations and to other councils as requested.

Personnel Committee—cont'd

Meetings: Fourth Thursday of February, April, June, August, October, 9:30 am-11:30 am, at Stronghold.

Stronghold Camp & Retreat Center Committee

Composition: Nine members composed of teaching elders (ministers) and laypersons, as equally divided as possible, elected for three year terms in three classes of three.

Responsibilities:

Provide assistance to staff in policy development and implementation and budget development and review. Present to presbytery an annual budget for review.

Provide leadership in fund raising and participation in fund development.

Be in partnership with staff in strategic planning and act as a think tank with staff for the betterment of Stronghold ministry.

Meetings: Monthly or as needed at Stronghold

Permanent Judicial Commission

Composition: Nine members composed of teaching elders (ministers) and ruling elders in numbers as nearly equal as possible in three classes of six year terms, elected in even years. The Stated Clerk is responsible for convening the PJC.

Responsibilities: This commission is the means through which the presbytery conducts hearings and trials concerning remedial and disciplinary cases.

Meetings: The commission meets only when a case is transmitted to it. There may be long periods when there is no activity, interspersed with periods of intensive work.

Commissioners & Youth Advisory Delegates to General Assembly

Blackhawk Presbytery commissions two member teaching elders, and two ruling elders and one youth from member congregations to each General Assembly meeting.

Teaching Elder (Minister) Commissioners

The Nominating Committee works 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 approaches those teaching elders longest in service in this presbytery, using the following suggested criteria:

Engaged in active service in the presbytery.

Regular attendance at presbytery meetings in the years prior to election and service as an elected member of a presbytery board or committee.

Willingness to attend if elected and to interpret the work of the General Assembly to the congregations of the pres-

bytery.

Commissioners & Youth Advisory Delegates to GA-cont'd

Ruling Elder Commissioners & Youth Advisory Delegates

The Nominating Committee works from a list of churches by rotation. The Nominating Committee invites sessions to nominate ruling elder and youth commissioners and requests that the Sessions to be attentive to these characteristics:

- Spiritual maturity
- Commitment to the well-being of the Presbyterian Church (USA)
- Wisdom to help the larger church make decisions
- Ministry within the larger church
- Attendance at presbytery meetings as a commissioner or visitor, or service as an elected member of a presbytery board or committee within the last three (3) years.
- Willingness to attend if elected and to interpret the work of the General Assembly to the congregations of the presbytery.

Elder Commissioners and Youth Advisory Delegates cannot be from the same churches.

Responsibilities: Commissioners attend General Assembly as voting members, report to presbytery, and interpret the work of General Assembly to the congregations of the presbytery.

Commissioners to the Synod of Lincoln Trails

The Nominating Committee nominates commissioners to the Synod of Lincoln Trails in accordance with instructions from the Synod. Commissioners attend twice-yearly Synod meetings and are assigned to specific Committees of the Synod.

Nominating Committee

Composition: Seven members in three classes as equal as possible composed of approximately 1/3 teaching elders, 1/3 laywomen, and 1/3 laymen broadly representative of the member churches, for three year terms. The Moderator of the Committee on Representation serves ex-officio on this committee.

Responsibilities:

Present to presbytery nominations for all officers, commission, board, and committee moderators, commission, board and committee members, and commissioners to General Assembly and Synod, except for the stated clerk and treasurer, the members of the Committee on Representation, and the Nominating Committee itself.

Present to presbytery nominations to fill all vacancies that occur during the year, except as otherwise specified in the bylaws.

Meetings: The 4th Wednesday of the month, approximately 6 times/year, 0 am-noon, at Stronghold.

Personnel Committee

Composition: Four members in three classes as equal as possible composed of 1/2 teaching elders (ministers) and 1/2 laypersons, elected for three year terms.

Responsibilities:

Design, document, oversee implementation of, and monitor compliance with a staffing and salary structure that supports the presbytery's vision.

Design, document, oversee implementation of, and monitor compliance with personnel policies and procedures that maximize the ability of staff to support the presbytery's vision.

Conduct an annual performance review of the General Presbyter.

Committee on Preparation for Ministry

Composition: Nine members, who must be ruling elders or teaching elders (ministers), elected for three year terms in three classes of three.

Responsibilities:

In accordance with the *Book of Order*, provide oversight and guidance to individuals seeking to explore their calling (inquirers) or to fulfill their calling (candidates) in the care process regarding preparation to become a teaching elder (minister of Word and Sacrament). The care process includes selection, reception, care, examination, and ordination or transfer of candidates, as well as the potential dismissal of inquirers/candidates from the care process. CPM also oversees the preparation and training of those seeking to be commissioned as lay pastors.

Meetings: Approximately six times per year on the first Friday of the month, 9 am-2pm, at Westminster Presbyterian Church, DeKalb.

Committee on Representation

Composition: Six members with characteristics specified by the *Book of Order*: equal numbers of men and women, the majority selected from racial ethnic groups within the presbytery and also including youth and persons with disabilities. Individuals are nominated by the Board of Moderators.

Responsibilities: Carry out the responsibilities assigned to the Committee on Representation in the *Book of Order*. The Moderator of the Committee on Representation serves as an ex-officio member of the Nominating Committee.

Meetings: As needed.

BOARDS

Board of Moderators

Composition: The Board of Moderators consists of the moderators of all commissions, boards and committees identified in the by-laws, and the moderator, vice-moderator, and immediate past moderator of the presbytery. The General Presbyter, Stated Clerk, and Treasurer serve ex-officio on the Board.

Responsibilities: The Board facilitates coordination and information sharing among boards and committees, holds boards and committees accountable for their performance, and addresses issues that arise that do not fall within the responsibility of a particular board or committee. The Board also nominates persons for the officer positions of Stated Clerk and Treasurer and the moderator and members of the Nominating Committee and the Committee on Representation.

Meetings: Fourth Monday of the month immediately before Presbytery meeting 11:00 am, at Stronghold.

Board of Trustees

Composition: The Board of Trustees consists of five members, four of whom are teaching or ruling elders. The Treasurer of Blackhawk Presbytery is the 5th member of the Board.

Responsibilities: The Board of Trustees has charge of all legal matters in connection with the business of the Presbytery, nominates members of administrative commissions to oversee the closure of churches, receives and administers permanent funds and property over which the presbytery has control, acts on behalf of the presbytery in all matters referred to its jurisdiction, and serves as the Board of the Blackhawk Presbytery Foundation.

Board of Trustees—cont'd

Meetings: Before each presbytery meeting by conference call.
Face to face meetings are scheduled a couple times a year.

Mission Strategies & Resource Board

Composition: Twelve members composed of six teaching elders and six ruling elders, elected for three year terms in three classes of four.

Responsibilities:

Hold public the missional vision of Blackhawk Presbytery and to recommend revisions to the presbytery as needed.

Plan, recommend, and implement a presbytery strategy for new church development.

Manage the resourcing and support of the congregations of the presbytery to be thriving faith communities.

Manage a mission grant program for congregations.

Recognize networks and partnerships that align with the missional vision of Blackhawk Presbytery and/or the purposes of the PC(USA) and encourage their work.

Meetings: Third Thursday of the month immediately before Presbytery meeting (5 times/year), 1 pm-4pm, at Stronghold.

COMMITTEES

Business Affairs Committee

Composition: Ten members composed of the Moderator of presbytery, the Vice-Moderator, the Immediate Past Moderator, the President of the Board of Trustees, and six at-large members who may be teaching elders (ministers) or laypersons. The Immediate Past Moderator of presbytery moderates the Business Affairs Committee.

Responsibilities:

Present to the presbytery for approval an annual budget for the work of the presbytery.

Monitor on a consistent basis presbytery's financial status.

Monitor compliance with the approved budget and work with staff, boards, and committees to make necessary adjustments.

Work with appropriate groups to encourage interpretation of presbytery's financial situation and needs.

Participate in the development of presbytery's revenues through various sources.

Oversee the business practices presbytery has in place and place unassigned tasks to appropriate entities within the current structure.

Meetings: Fourth Monday of the month immediately before Presbytery meeting (5 times/year), 10:00 am, at Stronghold.