

BLACKHAWK PRESBYTERY

Supporting Thriving Faith
Communities in Northern Illinois



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

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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 Ministers of the Word and Sacrament (teaching elders) 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 Corporation Bylaws and Ecclesiastical Administrative Manual, it is the 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 August, 2017*

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 or Committees or as an officer. If you are interested in serving, please fill out this form and send it to: Blackhawk Presbytery, 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: (Cell/Home) _____ (Office) _____

Email: _____

Church _____

Personal information needed to ensure balance within Presbytery leadership:

Gender: _____

Ordination: Minister of Word and Sacrament (teaching elder)

Ruling Elder Congregation member (not ordained)

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

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

Frequently Asked Questions

How long will I serve?

Unless otherwise specified, terms of office are three years, beginning at the close of the November Presbytery Assembly meeting, with the privilege of one re-election.

Will I have to pay for my own expenses?

Officers, moderators, commission and committee members are eligible for mileage reimbursement at the current charitable 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 by General Assembly per capita funds.

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

Commissions and committees schedule an annual orientation meeting to assess progress in the past year and bring new members up to speed. Guidelines and manuals may also be used.

When and where are Presbytery Assembly meetings and am I expected to attend?

Presbytery meets in assembly on the 2nd Tuesday of February, April, June, September, and November at locations around the Presbytery. Moderators are expected to attend while attendance by committee members is encouraged but not required.

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.

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Presbytery Council

Composition: 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.

Responsibilities:

Facilitate coordination and information sharing among committees and commissions.

Holds accountable Mission, Personnel, Business Affairs and any other committee or ad hoc group reporting to Council.

Receive and recommend the budget prepared by the Business Affairs Committee and present to the Presbytery Assembly for final approval.

Participate in deliberations on legal and real estate matters and work with the Corporate Trustees

Continually develop, evaluate, and recommend to the Presbytery Assembly the ongoing vision, priorities, and actions for Blackhawk Presbytery.

Address issues that arise that do not fall within the responsibility of a particular committee or commission.

Receive from Personnel Committee and recommend the nomination of persons for the officer positions of Stated Clerk and Treasurer.

Nominate the moderator and members of the Nominating Committee and the Committee on Representation.

Recommend to Presbytery Assembly the creation of Administration Commissions other than for installation and ordination which are handled by the Commission on Ministry.

Member of the Presbytery Council (may or may not serve as its Moderator) and Moderator of Presbytery Assembly Planning Committee

Ordinarily serves as President of the Corporation of Blackhawk Presbytery and its Trustees

Represent the Presbytery to its congregations and to other councils as requested

Serve on and convene ordination/installation commissions

Term of Office: One year, elected and beginning in November

Vice Moderator

Responsibilities:

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

Member of the Presbytery Council and the Presbytery Assembly Planning Committee

Ordinarily serves as Vice President of the Corporation of Blackhawk Presbytery

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

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

Term of Office: One year, elected and beginning in November. The Vice Moderator is normally nominated to become Moderator.

Parliamentarian

Responsibilities:

Provides guidance and advice on interpretation and application of Roberts Rules of Order during Assembly meetings. Does not need to be a member of Presbytery.

Term of office: One year with privilege of reelection

Ruling Elder Commissioners & Young Adult Advisory Delegates

The Nominating Committee works from a list of churches by rotation. The Nominating Committee invites sessions to nominate Ruling Elder Commissioners and Young Adult Advisory Delegates (between the ages of 17-23) 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 Presbytery.

Elder Commissioners and Young Adult 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 their Bylaws.

Commissioners attend twice-yearly (spring and fall) Synod meetings and are assigned to specific Committees of the Synod.

Elected Officers of the Presbytery

Moderator

Responsibilities:

Moderate stated and called meetings of the Presbytery

Terms of Office:

Moderator: Nominated by the Committee on Nominations and elected by the Presbytery Assembly for a one year term as moderator of the Presbytery Council, privilege of reelection, maximum of three years

At large members: Elected in three classes of two members for three year terms. Each class should have one ruling elder and one Minister of Word & Sacrament. At large members may serve a maximum of 6 years consecutively.

Meetings: Fourth Tuesday of the month 9 am, at Stronghold.

Committees of the Council

Presbytery Assembly Planning Committee

Composition: Moderator, Vice-Moderator, General Presbyter, Stated Clerk and two at large members, who are elected for three year terms.

Responsibilities:

To prepare the docket for Presbytery Assembly meetings and coordinate the logistics of meetings with host sites.

To plan learning and networking opportunities for the Presbytery Assembly.

Meetings: Fourth Tuesday of the month immediately before Presbytery meetings (January, March, May, August, October) 12:15 pm, at Stronghold.

Mission Committee

Composition: Nine members in three classes of three persons, composed of a balanced representation of Ministers of Word and Sacrament and members of congregations, elected for three year terms.

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 the Presbytery

Encourage Presbyterians and Presbyterian churches to work together and facilitate communication amongst these connections.

Meetings: Third Thursday of the month immediately before Presbytery meeting (5 times/year), 1 pm-3 pm, at Stronghold.

Personnel Committee

Composition: Three members in three classes of one composed of a balanced representation of Ministers of Word and Sacrament and members of congregations, 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 the Personnel Manual and procedures that maximize the ability of staff to support the Presbytery's vision.

Permanent Judicial Commission

Composition: Nine members composed of ministers (teaching elders) and ruling elders in numbers as nearly equal as possible in three classes of six year terms, elected in odd 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 & Young Adult Advisory Delegates (YAAD) to General Assembly

Blackhawk Presbytery commissions two Ministers of Word and Sacrament, two ruling elders and one young adult from member congregations to each biennial General Assembly meeting.

Minister of Word and Sacrament (Teaching Elder) Commissioners

The Nominating Committee works from a rotation list maintained by the Stated Clerk of Ministers enrolled in Blackhawk Presbytery, reflecting the year they became members of Blackhawk Presbytery. The Nominating Committee approaches those Ministers 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 Presbytery.

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

Nominating Committee

Composition: Seven members in two classes of two persons and one class of three persons, composed of a balanced (geographically) representation of Ministers of Word and Sacrament and ruling elders for three year terms. The Moderator of the Committee on Representation is an ex-officio member.

Responsibilities:

Present to Presbytery nominations for all officers, commission and committee moderators, commission 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 January, March, May, July, August, September, October, 10 am-noon, at Stronghold.

Committee on Representation

Composition: Six members with characteristics specified by the *Book of Order G-3.0103*: 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 Presbytery Council.

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.

Develop and maintain staff position descriptions.

Conduct regular performance review of Presbytery staff.

Recommend to Council nominees for Stated Clerk and Treasurer

Meetings: Approximately 4 times per year, as needed at Stronghold or by teleconference.

Business Affairs Committee

Composition: Six members in three classes of two persons, composed of a balanced representation of Ministers of Word and Sacrament and members of congregations, elected for three year terms .

Responsibilities:

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.

Monitor on a consistent basis Presbytery's financial status.

Monitor compliance with the approved budget and work with staff, committees and commissions 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. Including stewardship interpretation and education

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

Meetings: Third Tuesday of January, April, July, October at 10:00 am, at Stronghold.

Stronghold Camp & Retreat Center Committee

Composition: Nine members in three classes of three, composed of a balanced representation of Ministers of Word and Sacrament and members of congregations elected for three year terms.

Responsibilities:

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.

Provide leadership in fund raising and 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: Fourth Tuesday of the month at 1:00 pm at Stronghold

Commissions and Committees of the Presbytery Assembly

Commission on Ministry (COM)

Composition: Twenty-seven members in three classes of nine persons, composed of a balanced representation of Ministers of Word and Sacrament and ruling elders, elected for three year terms.

Responsibilities:

COM serves as pastor and counselor to the ministers (teaching elders) and ruling elders commissioned to pastoral service in the Presbytery, facilitates relations between congregations, pastoral leadership, and the Presbytery, assists congregations during pastoral transitions, and set-

ties 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 for meetings often held in the late afternoon and evening. Commission members also must 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 meet as needed. Executive Committee typically meets 2 weeks before each Presbytery meeting. Committee as a whole—2 meetings per year, generally January (overnight retreat) and October.

Committee on Preparation for Ministry (CPM)

Composition: Nine members in three classes of three, composed of a balanced representation of ruling elders and Ministers of Word and Sacrament, elected for three year terms .

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 Minister of Word and Sacrament (teaching elder). 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.