

Blackhawk Presbytery

Guidelines for Commission or Committee Moderators

OUR VISION AND VALUES

Grounded in the biblical image for human community, as disciples of our Lord Jesus Christ, we challenge and support congregations to be thriving faith communities by facilitating competent leadership and resourcing to energize ministry and mission.

As Christians, guided by the principles of love, trust, open communication, and genuine relationships, we value each other as sisters and brothers in faith in all our varied theological understandings. Therefore, we relish respectful discussions of differing opinions as a necessary part of discerning the will of God.

Tools You'll Need (found on www.blackhawkpresbytery.org)

Blackhawk Presbytery By-Laws

Blackhawk Presbytery Ecclesiastical Administrative Manual

Blackhawk Presbytery Directory

Book of Order, current version (link to electronic version found on our website's home page)

People Resources

Staff

Rev. Eric Heinekamp

eric@blackhawkpresbytery.org

Transformational General Presbyter and Stated Clerk

Frank Finch, Treasurer

frank@blackhawkpresbytery.org

Loreen Stravers, Office Administrator

loreen@blackhawkpresbytery.org

Keeping Up to Date

Blackhawk Presbytery website

www.blackhawkpresbytery.org

Blackhawk Presbytery Connections e-updates

contact Loreen Stravers

Your Responsibilities as Moderators

1. All committee and commission moderators are also voting members of the Presbytery Council, which meets monthly.
2. Plan an orientation time early in the work year (which begins after November Presbytery meeting) to integrate new members, review work, and set goals. Track and report progress toward those goals throughout the year.
3. Set meeting dates, times, and location at the beginning of the year in consultation with members and staff liaison. If you choose to meet at a church, contact the administrative assistant at the church to set that up.
4. Appoint a secretary and any other positions needed for the work of the group.
5. Verify that the committee's roster is correct with respect to classes and terms. Ask members to verify their contact information. Notify Loreen Stravers of any discrepancies.
6. Prepare agendas for meetings and distribute at least 24 hours in advance of meeting.
7. Moderate meetings, or if an absence is required, appoint a temporary moderator.
8. Ensure that minutes of the meeting are distributed within 10 days of each meeting, with a copy to Loreen Stravers for the official file.

9. Ensure that written reports to the Presbytery are prepared for each presbytery meeting and forwarded to Loreen Stravers no later than 7 days before the meeting.
10. Contact non-participating Committee members to determine status. Notify the Nominating Committee of any resignation or vacancy, suggesting potential nominees for your committee.
11. Present a budget request with justification to the Stated Clerk, usually in July.

Policies & Practices

Meeting Dates, Times, Location

- If you would like to meet on zoom, contact Loreen to set up a meeting for you.
- If you choose to meet at Stronghold, contact Loreen to reserve dates and times. If you want to be served snacks or lunch, let Loreen know. If you meet at Stronghold, your budget line will be charged \$25 for meeting space and coffee service. Committees meeting in Eric's office are not charged the meeting space fee.
- Inform Loreen Stravers of all meeting dates, times, locations, and changes

Expense Reimbursement

- The government establishes the mileage, meal, and/or housing reimbursement rate or allowance for board and committee moderators and members. Currently the authorized mileage rate for volunteers is \$.14/mile.
- Moderators or Eric Heinekamp can authorize reimbursement of expenses using Blackhawk Presbytery vouchers. The voucher form can be found on the website.
- Send vouchers to the Presbytery within 30 days of the expenditure.

Records of Meetings

- Minutes are recorded for all meetings and include, at minimum, the following information:
 - Date, time, and location of the meeting
 - Members present, absent, and excused
 - That the meeting was opened and closed with prayer
 - All official motions and their outcome
- Minutes are to be completed and shared with members within 10 days of the meeting, preferably electronically.
- Minutes are to be forwarded to Loreen Stravers electronically, so that a permanent record of the board or committee's work is maintained.

Quorum for Action

- Current bylaws specify 1/3 of the voting members of the board or committee, except for the Commission on Ministry. In the bylaws, the COM quorum is 51% of the voting members.

Sub-committees and Task Forces

- Committees may enlist persons to assist in their work, in addition to elected members.

Meeting by Telephone or Online Conference

- Either is acceptable if minutes are recorded and approved at the next physical meeting.

Docket Requests

- Requests for assembly docket time (beyond the standard 2-5 minutes) are due to Eric Heinekamp 2 weeks before the date of each presbytery meeting. He, with the Assembly Planning Committee, prepares the docket, which is posted on the website 10 days prior to each meeting.

Materials for Presbytery Meetings

- Send reports and business-related materials for the meeting electronically to Loreen Stravers no later than 10 days before the meeting. If you assign responsibility for reports to the secretary or another committee member, be sure they comply with deadlines.
- Docket and meeting papers are posted on the presbytery web site 10 days prior to each meeting. The meeting is also announced via e-update. Minister members and elder commissioners are expected to bring print or electronic copies of materials to the meeting.

Requests for Space in the Presbytery Meeting Display Area

- Requests for table space in the display area are due to Loreen 2 weeks before the date of each presbytery meeting. You may also include informational materials at the Presbytery exhibit.
- The following entities are authorized to place materials in the display area:
 - Commissions and Committees of the Presbytery
 - Stronghold Camp and Retreat Center
 - Congregations of Blackhawk Presbytery
 - Entities of the Presbyterian Church (USA)
- Individuals or groups that do not fit into the above categories and wish to have materials available must submit a request to the Presbytery Council, who will make the final decision. The request must specify the material to be distributed and explain how it relates to carrying out the vision and values of Blackhawk Presbytery. Requests to exhibit must be received by the Council 2 months prior to the desired Presbytery meeting. Non-controversial requests, such as that from Church World Service, may receive expedited approval.

Communication

- Members of Council are connected via a Google group email, bpcouncil@googlegroups.com, a private group accessible only to its members. When you email this address, all officers, moderators, the general presbyter, and the office administrator receive the email. The purpose of this group email is to share meeting documents or submit motions for approval. This email should not be used for personal communications or messages unrelated to council business.
- We can set up a group email for your committee to facilitate communication. Contact Loreen. Currently, the Council, COM, and Mission have group emails:
 - bpcouncil@googlegroups.com
 - bpcoministry@googlegroups.com
 - bpmission@googlegroups.com
- Email newsletters go out periodically to minister members (active & retired), churches, clerks of session, candidates & inquirers, laypersons, and friends who share email addresses with us. To request an e-update announcement contact Loreen. An update could be tailored to reach members of specific groups (above) exclusively.
- To add information to the presbytery website, contact Loreen. Each commission or committee has its own page. Please familiarize yourself with yours and offer suggestions for additions/corrections/improvements.
- Materials and minutes from past presbytery meetings are retained on the web site for a year.

For specific information about each committee's composition, authorities, and responsibilities, see the Ecclesiastical Administrative Manual.

For questions about a committee's past and current work, contact Eric Heinekamp.

April 2022