



Leadership Opportunities in Blackhawk Presbytery

Supporting Thriving Faith Communities in Northern Illinois

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.

Statement adopted November, 2017

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 and congregations and is supported in its work by the Transformational General Presbyter/Stated Clerk, the Treasurer and Office Administrator. 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 October, 2022*

Table of Contents

Presbytery Council	2
Committees of the Council	
Presbytery Assembly Planning Committee	3
Mission Committee	4
Personnel Committee	4
Finance and Property Committee	4
Commissions / Committees of the Assembly	
Commission on Ministry	5
Committees of the COM	
Committee on Preparation for Ministry	5
Nominating Committee	6
Committee on Representation	6
Permanent Judicial Commission	6
Commissioners to General Assembly	7
Commissioners to the Synod of Lincoln Trails	7
Elected Officers	
Moderator	7
Vice-Moderator	8
Parliamentarian	8
Frequently Asked Questions	8
Interest Form	9

Presbytery Council

Composition: 15 voting members: the moderators of Commission on Ministry, Committee on Preparation for Ministry, Mission Committee, Nominating Committee, Personnel Committee, Finance and Property Committee; six at-large members; and the Moderator, Vice-Moderator, and Immediate Past Moderator of the Presbytery Assembly.

Responsibilities:

Facilitate coordination and information sharing among committees and commissions.

Holds accountable all committees or ad hoc groups reporting to Council.

Present an annual budget for the work of the Presbytery to the Presbytery Assembly for approval.

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.

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.

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. The Moderator of Council will generally be the Immediate past Moderator of the Presbytery Assembly

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

Meetings: Fourth Tuesday of the month 9:30 am.

Committees of the Council

Presbytery Assembly Planning Committee

Composition: Presbytery Assembly Moderator, Vice-Moderator, General Presbyter, Stated Clerk and two at large members. The Presbytery Assembly Moderator will serve as Moderator of the Presbytery Assembly Planning Committee.

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: Monthly or as needed, usually on zoom

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: Monthly or as needed, usually on zoom

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.

Develop and maintain staff position descriptions.

Conduct regular performance review of Presbytery staff.

Meetings: Approximately 4 times per year or as needed.

Finance and Property Committee

Composition: Three at large members in three classes composed of a representation of ministers of the Word and Sacrament and ruling elders.

Responsibilities:

Develop an annual operating budget of the Presbytery. The draft budget will be presented to the Presbytery Council for approval and recommendation for final approval of Presbytery Assembly.

Recommend the annual per capita rate for congregations within the Presbytery. This rate will be presented to the Presbytery Council for approval and recommendation for final approval of Presbytery Assembly.

Monitor the Presbytery's financial status including banking relationships, loans, and other financial commitments.

Coordinate and oversee the annual audit or financial review.

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

Develop ways to interpret the Presbytery's financial situation through stewardship, communication, and education.

Oversee the operating systems of the Presbytery office and provide support and guidance to staff.

Work with the Presbytery of Blackhawk, Inc. trustees and officers to receive, manage, and recommend sale of any real property.

Meetings: Approximately 5 times per year.

Commissions and Committees of the Presbytery Assembly

Commission on Ministry (COM) & Committees of the COM

COM Composition: Eighteen members in three classes of six persons, composed of a balanced representation of Ministers of Word and Sacrament and ruling elders, elected for three-year terms. COM members elected by the presbytery will be distributed on the five Specialized Committees as follows. Please visit the website for further details on the responsibilities of each committee.

Healthy Congregations Liaison Committee – 5 members

Pastor-2-Pastor Committee – 4 members

Policy & Procedures Committee (includes COM Mod & COM Vice Mod) – 3 members

Transitions and Transformational Committee – 3 members

Reconciliation (Conflict Management) Committee – 3 members

Each committee may include additional non-elected members.

Responsibilities:

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

Meetings:

Commission as a whole meets monthly, excepting July and December. They meet on zoom (primarily) on the fourth Thursday of the month at 1:30 pm. Committees of the COM meet as needed, also on zoom.

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. 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 pastors.

Meetings: Approximately six times per year.

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.

Responsibilities:

The Nominating Committee shall present to Presbytery Assembly nominations for the Vice-Moderator and Moderator of the Presbytery, the Committee and Commission Moderators and Vice-Moderators (if any), members of Committees and Commission, Parliamentarian, and Commissioners to General Assembly and Synod.

All Commission and Committee Moderators and Vice Moderators must be either a minister of the Word and Sacrament or ruling elder.

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.

Meetings: Approximately six times per year.

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.

Permanent Judicial Commission

Composition: Nine members in three classes of three persons, composed of a balanced representation of ministers of the Word and Sacrament 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.

Responsibilities: Carry out the responsibilities and practices defined in the Book of Order, Rules of Church Discipline.

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 (even years) GA meeting.

Minister of the Word and Sacrament and Ruling Elder Commissioners

The Nominating Committee chooses nominees from those submitting applications. Any Minister of Word and Sacrament, who is a member in good standing in Blackhawk Presbytery — whether they are actively serving or honorably retired — and who has not served as a commissioner for any of the previous six General Assemblies is eligible to serve.

Any Ruling Elder, who is a member in good standing in their home congregation — whether they are currently serving on that church's Session or not — and whose home church has not had an elder serve as a commissioner for any of the previous six General Assemblies is eligible to serve. Ruling Elders must also be endorsed by their Session.

Young Adult Advisory Delegates

The Nominating Committee also accepts applications to fill the YAAD position. Any person between the ages of 17-23 who is active in the ministry of their home church as defined by the Session of that church is eligible to serv. They must also be a member of a congregation that didn't send a YAAD to the previous General Assembly.

COMPLETE POLICY INFORMATION AND APPLICATIONS ARE AVAILABLE ON THE PRESBYTERY WEBSITE.

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. Terms are three years, renewable.

The Nominating Committee shall nominate one minister of the Word and Sacrament and one ruling elder to one-year terms as alternate commissioners to the Synod of Lincoln Trails. Alternate commissioners are eligible for reelection for additional terms.

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

Elected Officers of the Presbytery

Presbytery Moderator

Responsibilities:

Moderate stated and called meetings of the Presbytery

Member of the Presbytery Council 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 as Moderator, elected and beginning in November, followed by one year as Moderator of the Presbytery Council.

Presbytery 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
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 following year 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

Frequently Asked Questions

Where are meetings held?

Depending on the consensus of the committee members, meetings may be held electronically or in person. In person meetings are often convened at Stronghold Camp and Retreat Center.

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.

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

Presbytery meets in assembly, generally on the 2nd Tuesday of February, April, June, September, and November at locations around the Presbytery and/or electronically. 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.

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 476, Oregon, IL 61061, Attn: Nominating Committee or email to office@blackhawkpresbytery.org.

For additional information, please call the Presbytery office at 779-771-2088

Date: _____

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: (Cell) _____ (Office) _____

Email: _____

Church: _____

Personal information needed to ensure balance within Presbytery leadership:

Gender: _____

Ordination:

- Minister of Word and Sacrament
- 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:

P.O. Box 476 1922 N. IL Rte. 2 Oregon, Illinois 61061-0199

Phone: 779-771-2088

office@blackhawkpresbytery.org

www.blackhawkpresbytery.org