

ILLINOIS PRAIRIE PRESBYTERY

(Formerly Blackhawk Presbytery)
Ecclesiastical Administrative Manual

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All *Book of Order* references are to the *Constitution of the Presbyterian Church (U.S.A.)*, Part II, known as the *Book of Order*. References are to the 2025-2027 *Book of Order*.

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ARTICLE I. THE PRESBYTERY

- A. **PURPOSE:** Illinois Prairie Presbytery is a mid-council of the Presbyterian Church (U.S.A.) as defined in the Constitution of the denomination, Part II, 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 ministers of the Word and Sacrament 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:** Illinois Prairie Presbytery consists of the churches and ministers in the Illinois counties of: Boone, Bureau, Carroll, DeKalb, Grundy, First Presbyterian Church of Kewanee in Henry County, Iroquois, Jo Daviess, Kane, Kankakee, Kendall, LaSalle, Lee, Livingston, Marshall, McHenry, Ogle, Putnam, Stark, Stephenson, Whiteside, Will, and Winnebago, and also the First Presbyterian Church of Piper City in Ford County.
- C. **MEMBERS:** The members of the presbytery are the ministers of the Word and Sacrament currently recognized by the Presbytery and reported to the General Assembly.

ARTICLE II. PRESBYTERY VISION AND VALUES

- A. 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. (Adopted November 2017)

ARTICLE III. AUTHORITY

- A. **ECCLESIASTICAL ORGANIZATION:** As a governing body of the Presbyterian Church (U.S.A.), Illinois Prairie Presbytery is subject to the provisions of the constitution of the Presbyterian Church (U.S.A.).
1. **ADMINISTRATIVE MANUAL:** This manual provides the descriptions, policies, and processes 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 ADMINISTRATIVE 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 (U.S.A.) and all applicable state and federal laws.

- B. CORPORATE ORGANIZATION: As required by the *Book of Order* (G-4.0101), Illinois Prairie Presbytery has formed a non-profit corporation, in the State of Illinois, called Illinois Prairie Presbytery of the Presbyterian Church (U.S.A.). The description, rules, and processes of this legal entity are presented in a separate document titled Corporate Bylaws of Illinois Prairie Presbytery.

ARTICLE IV. PRESBYTERY ASSEMBLY MEETINGS

- A. PURPOSE: The Presbytery Assembly is the assembled body of ministers of the Word and Sacrament 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 of the Presbytery, and 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, the General Assembly, and Stronghold Center, Inc..
- C. STATED MEETINGS: The Presbytery shall ordinarily hold 4 stated meetings each year. The dates of the meetings will be recommended by the Presbytery Council and approved by the Presbytery Assembly.
1. The first stated meeting of the year 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.
- D. PLACE: The Stated Clerk, in coordination with the Assembly Planning Committee, shall determine locations of Presbytery Assembly meetings. Meetings may be held using an online platform.
- E. 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).
- F. QUORUM: A quorum of the Presbytery Assembly shall be any three ministers of the Word and Sacrament members and three elder commissioners from three different congregations (G-3.0304).
- G. DOCKET: The docket of each meeting shall be prepared by the Stated Clerk in consultation with the Presbytery Council, Moderator, and the Assembly Planning Committee.
1. The docket shall be made available to meeting members five 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.

- H. MEETING GUIDELINES: The parliamentary authority for all matters shall be the most recent edition of *Robert's Rules of Order*, Newly Revised, except when it is in contradiction to this ecclesiastical manual.
- I. MEMBERS AUTHORIZED TO VOTE AT ASSEMBLY MEETINGS:
1. Ministers of the Word and Sacrament who are members of the Presbytery.
 2. Ruling elders elected as commissioners from congregations within the boundaries of the Presbytery.
 3. Commissioned pastors (commissioned ruling elders) commissioned to serve congregations or validated ministries of the Presbytery.
 4. Each ruling elder elected an officer of the Presbytery or elected moderator of a committee or commission while in their term of office.
 5. 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.
 6. All minister members and currently commissioned pastors of the Presbytery are expected to attend all stated meetings. Each congregation within the Presbytery shall elect and send a ruling elder commissioner to each stated meeting.
 7. Proxy voting and absentee voting are not allowed in any entity of Illinois Prairie Presbytery.
- J. PARLIAMENTARY PROCEDURES
1. The Presbytery Assembly may elect a Parliamentarian who will provide guidance on interpretation and application of Roberts Rules of Order.
 2. Responsibilities: The Parliamentarian's main function is to give advice on parliamentary procedure to the Moderator, Stated Clerk, Associate 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 the Presbytery. If a member of the Presbytery Assembly, they will have voice and vote. If not a member of the Presbytery Assembly, they will be given voice but no vote.
 6. Vacancy: The Stated Clerk or Associate 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 Illinois Prairie Presbytery ecclesiastical organization shall be the Moderator, Vice-Moderator, Stated Clerk, Associate 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 at the final stated meeting of the year.
4. Qualifications: Ruling elder or minister of the Word and Sacrament of the 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 minister of the Word and Sacrament of Illinois Prairie 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 ruling elders commissioned to a particular pastoral service.
 - b. The Stated Clerk shall have the duties specified in the *Book of Order* G-3.0104 and in this manual and may serve as Parliamentarian, in the absence of an elected parliamentarian, at Presbytery Assembly meetings.
2. Term of Office: The Presbytery Assembly will elect a Stated Clerk to a fixed term, not to exceed 5 years but eligible for 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 a minister of the Word and Sacrament.
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. ASSOCIATE STATED CLERK:

1. Responsibilities:
 - a. The Associate Stated Clerk shall have duties similar to and directed by the Stated Clerk.
 - b. The Associate Stated Clerk may serve as Parliamentarian, in the absence of an elected Parliamentarian, at Presbytery Assembly meetings.
2. Term of Office: The Presbytery Assembly will elect an Associate Stated Clerk to a fixed term, not to exceed 5 years but eligible for reelection.
3. Election: The Associate Stated Clerk of the Presbytery shall be elected by the Presbytery Assembly.
4. Qualifications: The Associate Stated Clerk must be a ruling elder or minister of the Word and Sacrament.
5. Vacancy: If there is a vacancy in the office of Associate Stated Clerk, the Presbytery Council, in consultation with the General Presbyter, may appoint an acting Associate Stated Clerk who shall serve until the Presbytery elects a new Associate Stated Clerk.

F. TREASURER:

1. Responsibilities: The Treasurer has dual roles, to serve as Treasurer of the ecclesiastical body as well as the corporate entity. 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: The Presbytery Assembly will elect a Treasurer to a fixed term, not to exceed 5 years but eligible for reelection.
3. Accountability: To the Presbytery Assembly.
4. Qualifications: The Treasurer is generally a member of the staff of Illinois Prairie Presbytery.
5. 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.

G. 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 Illinois Prairie Presbytery Corporation By-Laws.

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

1. All ministers of the Word and Sacrament 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 ministers of the Word and Sacrament, ruling elders, members of congregations and shall be members of a class of the particular committee or commission.
4. Each committee shall be comprised of ministers of the Word and Sacrament and members of congregations in numbers as nearly equal as possible. Each commission shall be comprised of ministers of the Word and Sacrament and ruling elders in numbers as nearly equal as possible.

B. NOMINATIONS:

1. The Nominating Committee shall prepare and present to the Presbytery Assembly a list of nominations of eligible people for each vacant office, committee or commission, committee and commission moderators, as well as the nominations for Commissioners to the Synod of Lincoln Trails and the General Assembly.
2. Nominations for the Nominating Committee, the Committee on Representation, the Stated Clerk, Associate 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, Associate 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 final stated Presbytery Assembly meeting of the year.
 - b. The election of Commissioners to the General Assembly and Synod of Lincoln Trails shall be done to meet the timing requirements of the General Assembly and the Synod.
 - c. Election to fill vacancies of committees and commissions 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, except in the case of General Assembly commissioners where more than one candidate may be presented by ballot.
 - 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 the session of those congregations in accordance with G-3.0301.
- 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 upon election and installation at the end of the final stated Assembly meeting of the year or at the end of subsequent assembly meetings if a position was not filled at the final stated Assembly meeting of the prior year.

ARTICLE VII. COMMITTEES & COMMISSIONS OF THE PRESBYTERY ASSEMBLY

DEFINITION: A commission is empowered to consider and conclude matters referred to it by the Presbytery Assembly. A committee shall study and recommend actions or carry out decisions already made by the Presbytery Assembly or the Presbytery Council.

A. PRESBYTERY COUNCIL:

1. Composition: The Presbytery Council shall consist of 16 voting members: the moderators of Commission on Ministry, Commission on Preparation for Ministry, Mission Committee, Nominating Committee, Personnel Committee, Finance and Property Committee, Visioning Committee; six at large members in three classes in numbers as nearly equal as possible of ministers of the Word and Sacrament and ruling elders; and the Moderator, Vice-Moderator, and Immediate Past Moderator of the Presbytery Assembly. The General Presbyter, Stated Clerk, Associate Stated Clerk, and Treasurer may serve ex-officio on the Presbytery Council.
2. Responsibilities:
 - a. Continually develop, evaluate, and recommend to the Presbytery Assembly the ongoing vision, priorities, and actions for Illinois Prairie Presbytery.
 - b. Facilitate coordination and information sharing among committees and commissions.
 - c. Holds accountable all committees reporting to Council.
 - d. Present an annual budget for the work of the Presbytery to the Presbytery Assembly for approval.
 - e. Monitor on a consistent basis Presbytery's financial status and compliance with the approved budget. Work with staff, committees and commissions to make necessary adjustments.
 - f. Participate in the development of Presbytery's revenues through various sources including stewardship interpretation and education.
 - g. Oversee the business practices Presbytery has in place and assign tasks to appropriate entities within the current structure.

- h. Participate in deliberations on legal and real estate matters and work with the Corporate Trustees.
 - i. Address issues that arise that do not fall within the responsibility of a particular committee or commission.
 - j. Receive from Personnel Committee and recommend the nomination of people for the officer positions of Stated Clerk, Associate Stated Clerk, and Treasurer.
 - k. Nominate the moderator and members of the Nominating Committee and the Committee on Representation.
 - l. Recommend to Presbytery Assembly the creation of Administration Commissions other than for installation and ordination which are established by the Commission on Ministry.
 - m. Approve operating processes and policies of the Presbytery.
3. Terms of Office:
- a. 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.
 - b. 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.
4. Accountability: The Presbytery Council is accountable to the Presbytery Assembly.
5. Vacancy:
- a. Moderator: In the absence of a Moderator of the Council, the Moderator of the Presbytery Assembly will moderate Council. In the vacancy of the Moderator of Council, the Moderator of the Presbytery Assembly will moderate Council meetings until a new Moderator of the Council is elected.
 - b. At large: Nominating Committee will nominate another person for the remainder of the term or the unfilled position may remain vacant until the end of the year.
6. COMMITTEES OF THE COUNCIL
- a. ASSEMBLY PLANNING COMMITTEE
 - 1) Composition: The Assembly Planning Committee shall consist of the Presbytery Assembly Moderator, Vice-Moderator, Council Moderator and two at large members in two classes in numbers as nearly equal as possible of ministers of the Word and Sacrament and members of congregations. The Stated Clerk and Associate Stated Clerk may serve ex-officio.
 - 2) Responsibilities:

- (a) To recommend the dates and formats of each Presbytery Assembly meeting to the Presbytery Council
 - (b) To prepare the docket for Presbytery Assembly meetings and coordinate with host sites for the logistics of meetings.
 - (c) To plan learning and networking opportunities for the Presbytery Assembly.
 - 3) Accountability: The Assembly Planning Committee is accountable to the Presbytery Council.
- b. MISSION COMMITTEE:
 - 1) Composition: Six members in three classes of two people in numbers as nearly equal as possible of ministers of the Word and Sacrament and members of congregations.
 - 2) Responsibilities:
 - (a) To hold public, the missional vision of Illinois Prairie Presbytery.
 - (b) To manage the resources and support of the congregations of the Presbytery to be thriving faith communities.
 - (c) To manage a mission grant program for the Presbytery.
 - (d) Encouraging Presbyterians & Presbyterian congregations 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 spend budgeted funds to fulfill responsibilities.
 - (c) To sign off on grant applications that address the missional vision and commit funds as above.
 - 4) Accountability: The Mission Committee is accountable to the Presbytery Council
- c. PERSONNEL COMMITTEE:
 - 1) Composition: Three members in three classes of one person in numbers as nearly equal as possible of ministers of the Word and Sacrament and members of congregations.
 - 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, and monitor compliance with the Personnel Manual and procedures that maximize the ability of staff to support the Presbytery's vision.

- (c) Regularly maintain and update the Personnel Manual to ensure compliance with federal and state regulations and General Assembly requirements.
 - (d) Develop and maintain staff position descriptions.
 - (e) Regularly review employee compensation and benefits and make recommendations to Presbytery Council.
 - (f) Conduct regular performance review of Presbytery staff.
 - 3) Accountability: The Personnel Committee is accountable to the Presbytery Council.
- d. FINANCE AND PROPERTY COMMITTEE:
 - 1) Composition: Three members in three classes in numbers as nearly equal as possible of ministers of the Word and Sacrament and members of congregations. The Treasurer may serve ex-officio.
 - 2) Responsibilities:
 - (a) 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.
 - (b) 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 by the Presbytery Assembly.
 - (c) Monitor the Presbytery's financial status including banking relationships, loans, and other financial commitments.
 - (d) Coordinate an annual audit or financial review.
 - (e) Monitor compliance with the approved budget and work with staff, committees, and commissions to make necessary adjustments.
 - (f) Develop ways to interpret the Presbytery's financial situation through stewardship, communication, and education.
 - (g) Oversee the operating systems of the Presbytery office and provide support and guidance to staff.
 - (h) Work with the trustees and officers of Illinois Prairie Presbytery to receive, manage, and recommend sale of any real property.
 - 3) Accountability: The Finance and Property Committee is accountable to the Presbytery Council.
- e. VISIONING COMMITTEE
 - 1) Composition: The Presbytery Assembly Moderator, Vice-Moderator, Council Moderator and three members in three

classes in numbers as nearly equal as possible of ministers of the Word and Sacrament and members of congregations. The Stated Clerk may serve ex officio.

- 2) Responsibilities:
 - (a) Coordinate visioning and planning for the future of Illinois Prairie Presbytery.
- 3) Accountability: The Visioning Committee is accountable to the Presbytery Council

B. COMMISSION ON MINISTRY (COM):

1. Composition: Eighteen members in three classes of six people, classes in numbers as nearly equal as possible of ministers of the Word and Sacrament and ruling elders. The Moderator of the commission and Vice-Moderator of the commission are included in the total of eighteen members. COM has the authority to develop subcommittees of the commission as needed. Details on the specific roles, processes, practices, and organization of the COM are found in the COM manual. Moderators of the subcommittees shall be voting members of the Commission on Ministry.
2. Responsibilities:
 - a. Conduct annual review of adequacy of compensation of ministers and pastors. Recommend minimum terms of call for all pastoral leaders. Publish a report of compensation of each minister and pastor each year.
 - b. Maintain contact with each minister and session including visits and counsel, with extra care extended to churches without pastors.
 - c. Receive, dismiss or change the status of ministers of the Word and Sacrament and commissioned pastors and dissolve pastoral relations in accordance with the *Book of Order*.
 - d. Appoint a moderator of a session where when there is no pastor or the moderator is unavailable.
 - e. Approve covenants between temporary pastors and sessions.
 - f. Grant permission to labor within or outside the bounds of the Presbytery.
 - g. Appoint administrative commissions for the ordination and/or installation of a minister of the Word and Sacrament.
 - h. Authorize specific ruling elders in specific circumstances to administer the Lord's Supper in accordance with the *Book of Order*.
 - i. Commission Commissioned Pastors who are approved to serve in a particular context.
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: The Commission on Ministry is accountable to the Presbytery Assembly.

C. COMMISSION ON PREPARATION FOR MINISTRY (CPM):

1. Composition: Six members in three classes of two people in numbers as nearly equal as possible of ministers of the Word and Sacrament and ruling elders.
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 Pastor 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: The Commission on Preparation for Ministry is accountable to the Presbytery Assembly.

D. NOMINATING COMMITTEE:

1. Composition: Six members in three classes of two people composed of a balanced geographically representation of ministers of the Word and Sacrament and ruling elders. The Moderator of the committee is included in the total of six 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 and Vice-Moderators (if any), members of committees and commissions, the Parliamentarian, and Commissioners to General Assembly and Synod of Lincoln Trails.
 - b. All Commission and Committee Moderators and Vice Moderators must be either a minister of the Word and Sacrament or a 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: The Nominating Committee is accountable to the 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: The Committee on Representation is accountable to the Presbytery Assembly.
- F. PERMANENT JUDICIAL COMMISSION:
1. Composition: Nine members in three classes of three people in numbers as nearly equal as possible of ministers of the Word and Sacrament and ruling elders. The term for members is six years and members are elected in odd years. Members of this Commission are nominated by the Nominating Committee and elected by the Presbytery Assembly.
 2. Responsibilities:
 - a. Carry out the responsibilities and practices defined in the *Book of Order*, Church Discipline.
 - b. For matters of Church Discipline, an Investigating Committee (IC) of three to five members shall be appointed by the following persons working together: the Moderator of the Presbytery Assembly, the Moderator of the Commission on Ministry, one Ruling Elder Member of the Presbytery Council, and the General Presbyter. The appointment shall be made in consultation with the Stated Clerk. The appointment shall be reported to the next meeting of the Presbytery Assembly
 3. Accountability: The Permanent Judicial Commission shall be accountable only to the Presbytery Assembly.
- G. 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 congregations in difficulties and administrative commissions to participate in the ordination and/or installation of ministers of the Word and Sacrament in accordance with the *Book of Order*.

ARTICLE VIII. COMMISSIONERS TO THE GREATER CHURCH

- A. COMMISSIONERS AND YOUTH ADVISORY DELEGATES TO GENERAL ASSEMBLY
Illinois Prairie Presbytery shall commission ministers of the Word and Sacrament, ruling elders from different member congregations, and youth to each General Assembly meeting. Alternate commissioners may also be elected.
1. Election:
 - a. Nominations for election of ministers of the Word and Sacrament and ruling elders as commissioners and alternate commissioners shall be presented to the Presbytery Assembly for election in time to meet the requirements of the upcoming 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.
 2. Criteria for Nomination:
 - a. The nomination of candidates to serve as General Assembly Commissioners and Youth Advisory Delegates shall be conducted in

accordance with the Presbytery's "Policy for Determining Commissioners to General Assembly." The policy and applications are available on the Presbytery website.

3. Responsibilities
 - a. Commissioners shall attend General Assembly as voting members, shall report to the Presbytery Assembly and shall interpret the work of General Assembly to the congregations of the Presbytery.

B. 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.
2. 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.

ARTICLE IX. STRONGHOLD CAMP & RETREAT CENTER

- A. Stronghold Camp & Retreat Center is a ministry program in covenant with Illinois Prairie Presbytery. Matters related to this ministry shall be directed as follows. Stronghold Center, Inc. is a separate legal entity and holds title to the camp property. Direction of Stronghold programs, staffing, and budget are managed by the Board of Directors of Stronghold Center, Inc.

ARTICLE X. ADMINISTRATION AND STAFF

- A. To administer the Presbytery, staff shall include a General Presbyter, Stated Clerk, Associate Stated Clerk, Treasurer, Office Administrator, 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 Illinois Prairie Presbytery Personnel Manual.

C. GENERAL PRESBYTER

1. Responsibilities: The General Presbyter, whose specific title may change from time to time, shall serve as chief administrator of the Presbytery. The General Presbyter shall supervise Presbytery operations, programs, and staff, and provide for staff services for the committees and entities of the Presbytery. The General Presbyter shall be an ex officio member without vote on all commissions and committees of the Presbytery.
2. Terms and Election: The General Presbyter shall be presented to the Presbytery for a call of either an indefinite period or a defined term by a special committee of Presbytery elected to search for a General Presbyter.
3. Accountability: The General Presbyter is accountable 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. ASSOCIATE STATED CLERK:

1. Responsibilities: In addition to responsibilities defined in Article V, Section E, other duties may be assigned to the Associate Stated Clerk by the General Presbyter or the Stated Clerk 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 Associate Stated Clerk shall be accountable to the General Presbyter. The Associate Stated Clerk shall be evaluated annually by the General Presbyter, in consultation with the Personnel Committee.
4. Vacancy: See Article V, Section E.

F. TREASURER:

1. Responsibilities: In addition to responsibilities defined in Article V, Section F, 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 F and Article VI.
3. Accountability: For duties other than those defined in Article V, Section F, 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 F.

G. OTHER STAFF:

1. Responsibilities: If needed, the General Presbyter in consultation with the Personnel Committee may secure additional employees with the prior approval of Presbytery Council. A job description that details responsibilities and compensation will be created for each additional position.
2. Accountability: Additional staff are accountable 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 XI. GENERAL POLICIES AND PROCEDURES

A. GENERAL PROCEDURES:

1. Quorum: The quorum for any committee, commission or the Presbytery Council shall be one-third of the voting members, unless otherwise decided by that committee or commission.
2. Enlisted members: Committees and commissions may enlist people in addition to their elected members. Enlisted members have voice but no vote and are not elected and not subject to the usual term limits of the committee or commission on which they serve.
3. Committees and commissions may meet in person, via telephone, or via online communication platforms. Minutes for each meeting should be recorded and approved.
4. Any action which is required to be taken, or which may be taken, at a meeting of the Presbytery Council, Trustees, Commission or Committee may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be approved by email by all the members of the body then in office. Such consent shall have the same force and effect as a unanimous vote.
5. The Presbytery Assembly, Council or individual standing commissions or committees may appoint an ad hoc committee, or task group for a specific purpose if deemed appropriate.
6. 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 Ecclesiastical Administrative Manual for Illinois Prairie Presbytery, which shall include all Presbytery policies and guidelines and all board and committee policies and guidelines. The Illinois Prairie Presbytery Ecclesiastical Administrative Manual shall be made broadly available.
2. Policies of the Presbytery may be found on the Presbytery website and be recorded in the Presbytery minutes.

ARTICLE XII. 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.

Revisions approved by Blackhawk Presbytery at its Stated Meeting on November 13, 2007.

Revisions approved by Blackhawk Presbytery at its Stated Meeting on March 8, 2008.

Revisions approved by Blackhawk Presbytery at its Stated Meeting on July 8, 2008.

Revisions approved by Blackhawk Presbytery at its Stated Meeting on May 10, 2011.

Revisions approved by Blackhawk Presbytery at its Stated Meeting on April 9, 2013.

Revisions approved by Blackhawk Presbytery at its Stated Meeting on April 4, 2017.

Revisions approved by Blackhawk Presbytery at its Stated Meeting on November 13, 2018.

Revisions approved by Blackhawk Presbytery at its Stated Meeting on June 4, 2019.

Revisions approved by Blackhawk Presbytery at its Stated Meeting on November 12, 2019.

Revisions approved by Blackhawk Presbytery at its Stated Meeting on November 9, 2021.

Revisions approved by Blackhawk Presbytery at its Stated Meeting on September 12, 2023.

Revisions approved by Blackhawk Presbytery at its Stated Meeting on September 17, 2024.