

## **GUIDELINES FOR THE NOMINATION AND ELECTION OF PRESBYTERY MODERATOR, MODERATOR ELECT, GENERAL ASSEMBLY COMMISSIONERS, SYNOD COMMISSIONERS, AND YOUTH ADVISORY DELEGATES**

### **GUIDING PRINCIPLES**

Consideration is to be given by the Committee to such things as an evaluation of potential effectiveness in a particular role, regular attendance in Stated Meetings of Presbytery, experience gained and competencies shown in accepting committee and other Presbytery responsibilities, and seniority in terms of when last elected a Commissioner. The Nominating Committee shall select nominees from churches of varying size and geographic location, nominees of varying age, gender and kind of ministry, but none of these shall be used in a formula that would result in the nomination of a less than fully qualified individual.

### **MODERATOR AND MODERATOR ELECT**

The Nominating Committee presents a nominee for the office of Moderator Elect at the third Stated Meeting of the Presbytery Assembly. In odd-numbered years the Nominating Committee presents a clergy person for Moderator Elect (to serve in the next even-numbered year). In even-numbered years the Nominating Committee presents an elder for Moderator Elect (to serve in the next odd-numbered year). A majority of votes is required for election. The Moderator Elect becomes the Moderator upon the completion of the Moderator's term. The term of the Moderator shall normally be for one year, to begin upon installation at the final stated Meeting of the calendar year and end upon the installation of a successor.

If the Moderator should die, resign, be removed or otherwise leave office, the Moderator Elect shall immediately begin service, be installed at the next regular meeting of Presbytery, serve for the balance of the unexpired term and the entirety of the next. The office of Moderator Elect shall not be temporarily filled. If the Moderator should die, resign, be removed or otherwise leave office while the office of Moderator Elect is vacant, the immediate past moderator shall serve out the balance of the term unless the Presbytery would choose to elect another of its ministers or elders.

If the Moderator Elect should die, resign, be removed or otherwise leave office then there shall be an election to fill the office at the next regular meeting of Presbytery.

### **GENERAL ASSEMBLY COMMISSIONERS**

The Nominating Committee shall nominate the number of necessary commissioners and alternates. One of the nominees shall be the newly elected Moderator Elect and one shall be the current Moderator.

### **SYNOD COMMISSIONERS**

The Nominating Committee shall nominate the number of commissioners and alternates to be elected.

### **GUIDELINES FOR THE NOMINATION OF GENERAL ASSEMBLY AND SYNOD COMMISSIONERS**

The Stated Clerk shall provide the Nominating Committee with a roll of clergy and elders, showing the date of enrollment of each clergy, the date of ordination, and the year, if any, in which he or she has been commissioner to either Synod Assembly or General Assembly from the Presbytery of Great Rivers; and showing the names of elders and their churches, and the year of their service as Commissioner to either the Synod or General Assembly. An attendance record shall also be provided by the Stated Clerk showing the attendance at the Stated meetings of the Presbytery over the past two years for all clergy and elder members of the Presbytery.

### **YOUTH ADVISORY DELEGATES TO SYNOD AND GENERAL ASSEMBLY**

The Nominating Committee requests endorsements from sessions within the bounds of the Presbytery of Great Rivers for Youth Advisory Delegates to Synod and General Assembly. A task force of the Nominating Committee interviews potential nominees. Based on those interviews and the recommendations of the task force the Nominating Committee recommends to the Presbytery Assembly nominees to the positions of Principal, 1st Alternate and 2nd Alternate. The person with the highest number of votes will be the primary delegate. The other nominees will serve as alternate *delegates* to be called on in the order indicated by the number of votes received.

**Presbytery of Great Rivers  
INFORMATION FOR NOMINATING COMMITTEE**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street* *City* *Zip*

Phone: \_\_\_\_\_  
*(Home)* *(Office)* *(Fax)*

\_\_\_\_ Lay    \_\_\_\_ Elder    \_\_\_\_ Clergy    \_\_\_\_ Male    \_\_\_\_ Female

Racial/Ethnic ID \_\_\_\_\_

Disability \_\_\_\_ No \_\_\_\_ Yes Describe \_\_\_\_\_

Age Range:    \_\_\_\_ 16-29    \_\_\_\_ 30-39    \_\_\_\_ 40-49    \_\_\_\_ 50-59  
                  \_\_\_\_ 60-69    \_\_\_\_ 70-79    \_\_\_\_ 80+

Occupation \_\_\_\_\_

Home Church \_\_\_\_\_ City \_\_\_\_\_

E-mail Address \_\_\_\_\_

Service to the Church: Congregation, Presbytery, Synod, General Assembly, Ecumenical. If minister, please give length of service in current position, and length of service in the Presbytery.

Personal interest; special skills, gifts, qualities or education applicable to serving in Great Rivers Presbytery:

Are you willing to serve at Presbytery level in some capacity?    \_\_\_\_ Yes    \_\_\_\_ No

**Return to: Presbytery of Great Rivers, 1230 Candletree Dr, Suite D, Peoria, IL 61614**

## GUIDELINES FOR ELECTED OR APPOINTED POSITIONS

### I **PRELIMINARY CONSIDERATIONS**

- A. An elected position is expressly provided for within the Constitution of the Presbyterian Church (U.S.A.) or within the Bylaws of the Presbytery of Great Rivers. The manner of election for such a position is that provided under the Constitution or under the Bylaws.
- B. An appointed position may be described under the provisions of the Constitution or Bylaws but may also be established according to the demands of the Presbytery's goals and objectives. Unless otherwise provided for, a person may be appointed to a position by the chair or moderator (or their designate) of the unit entrusted with the responsibility to be undertaken and with the consent of the appointee.

Elected and appointed positions are thus provided for within the formal structure of the Presbytery.

### II **GUIDELINES**

- A, Commitment to Christ and his ministry through his church.
- B. Commitment to the task is essential and includes the following:
  - 1. Interest in the particular area of responsibility.
  - 2. Willingness to pay the costs in time, energy, pressure on other commitments, and indirect financial costs. (Direct expenses are reimbursable).
  - 3. Willingness to assume responsibility and be held accountable.
  - 4. Willingness to be trained and instructed.
  - 5. Willingness to attend meetings and participate actively.
- C. Experience within the life of a local congregation is a primary consideration and experience within a formal organization may be helpful.
- D. Basic knowledge of the purpose, function, and ministry of the presbytery or a specific unit of presbytery is highly desirable. This includes:
  - 1. Familiarity with the goals and objectives of the unit within which the responsibilities of the position will be exercised.
  - 2. Accurate procedural information with respect to communications within the presbytery or unit.

## **NOMINATING COMMITTEE**

A guide to inform you about duties and time commitments for the:

- Presbytery Moderator
- Moderator-Elect
- Treasurer
- Administration Council, Visioning Council, and Committee Members
- General Assembly & Synod Commissioners
- Youth Advisory Delegates
- Permanent Judicial Commission Members

**THE PRESBYTERY OF GREAT RIVERS NOMINATING COMMITTEE** needs your help!!! If you are willing to consider serving the Presbytery of Great Rivers, the following information about the Presbytery's entities is provided as a guide to inform you about their duties and time commitment. It also provides information to the church-at-large about the structure of the Presbytery, and its nominating and electing process.

The Nominating Committee proposes the names of persons for election by the Presbytery to the following offices or tasks on its entities (committees, boards, commissions). Will you please:

- Study the information to understand the function and time requirements of each entity.
- Talk and pray about the skills, qualifications, and time commitment expected for the work of the entity for which you might consider serving.
- Fill out a Nominating Committee Information sheet. The information received is valued and mutual confidentiality is expected.

The Presbytery of Great Rivers Nominating Committee needs this assistance in order to achieve the competence, skills, diversity and regional representation required by the Presbytery elective process.

### **MODERATOR**

The Moderator presides over all stated Presbytery assemblies as well as any special meeting; attends the General Assembly as a Presbytery-Elected commissioner and reports to the presbytery after the general assembly meeting, serves as moderator of administrative commissions appointed to ordain and/or install pastors and commission lay pastors; represents Presbytery at the invitation of a congregation for dedications, ecumenical events, etc.; and provides consultation with elected and staff leadership.

### **MODERATOR-ELECT**

The moderator-elect studies the role of moderator for one year prior to installation as moderator, and fills the position of moderator if he/she is unable to serve. The moderator-elect attends General Assembly as a Presbytery-elected commissioner and reports to the Presbytery after the General Assembly meeting.

### **TREASURER**

The Nominating Committee nominates a treasurer annually for election by Presbytery. The treasurer is an officer of the Presbytery, and a member of the Administration Council without vote. He/she is responsible for all funds, securities and other assets of the Presbytery; the maintenance of complete records of all funds, the submission at each Presbytery assembly of a financial statement; an annual professionally audited financial report; and preparing the annual budget.

### **ADMINISTRATION COUNCIL**

Nominating Committee nominates **12** at-large members who are both lay and clergy for election by Presbytery. They serve a three year term, and are eligible for re-election for another three year term. The Administration Council is responsible for the finances, property, and personnel. Administration Council members meet four times per year. Team meetings are additional and scheduled according to need.

### **ADMINISTRATIVE SECTION CHAIR**

The chair is the administrative officer of the Administration Council; and is to work with the objectives assigned to the Administration Council by the presbytery are fulfilled. The chair shall be nominated by the Presbytery Nominating Committee and elected for a three year term by the Presbytery Assembly. The Chair shall Coordinate the work of the Administration Council with members, steering committee, sections, and task forces in the following areas:

- Planning (meetings, processes, budgeting, calendar)
- Recruiting (sections and task forces)
- Communicating (with Administration Council members, sections and task force chairs, presbytery staff, other presbytery units, ministry councils, presbyter members, and presbytery assembly)
- Training, orienting (new members, task force chairs, vice chair, and secretary)

To Chair all meetings of the Administration Council To Participate in the following council activities:

- All stated meetings of the Administration Council and special meetings, if any.
- All stated meetings of presbytery.
- Orientation session of new members.
- Section and task force meetings upon request and as schedule permits.

### **VISIONING SECTION**

Nominating Committee nominates **12** at-large members who are both lay and clergy for election by Presbytery. The Visioning Section is responsible for setting the direction of the presbytery and for encouraging the kind of commitment and cooperation among members and congregations that will advance the ministry and mission of the PCUSA in Central Illinois. The Visioning Committee meets bi-monthly.

### **VISIONING SECTION CHAIR**

The chair is the administrative officer of the Visioning Section; and is to work with the Visioning Section, steering committee, sections, task forces, and executive presbyter so that the goals and objectives assigned to the Visioning Section by the presbytery are fulfilled. The chair shall be nominated by the Presbytery Nominating Committee and elected for a three year term by the Presbytery Assembly. The Chair shall Coordinate the work of the Visioning Section with members, steering committee, sections, and task forces in the following areas:

- Planning (meetings, processes, budgeting, calendar)
- Recruiting (sections and task forces)
- Communicating (with Visioning Section members, sections and task force chairs, presbytery staff, other presbytery units, ministry councils, presbyter members, and presbytery assembly)
- Training, orienting (new members, task force chairs, vice chair, and secretary)

To Chair all meetings of the Visioning Section To Participate in the following council activities:

- All stated meetings of the Visioning Section and special meetings, if any.
- All stated meetings of presbytery.
- Orientation session of new members.
- Section and task force meetings upon request and as schedule permits.

### **COMMITTEE ON MINISTRY (COM)**

Nominating Committee nominates members who are both lay and clergy for election by Presbytery. Members serve a three year term and are eligible for re-election to a second three year term. They enter into all aspects of the pastor/parish relationship including the entire call process. They ensure that each session has a moderator, and each congregation pastoral leadership. Members are given adequate training for the duties, and have a procedure manual to assist them. The Chair is nominated to be elected by the presbytery annually. COM meets monthly. Members attend other meetings as needed.

### **COMMITTEE ON PREPARATION FOR MINISTRY (CPM)**

Nominating Committee nominates members who are both lay and clergy for election by Presbytery. Members serve a three year term, and are eligible for re-election for another three year term. CPM members enter into a covenant relationship with individuals preparing for ministry during both inquiry and candidacy. CPM members meet at least four times a year for all-day meetings. At least once a year inquirers and candidates meet with the whole committee for interviews or annual consultations. In the intervening time, the individual committee members serve as liaisons, and often keep in touch with inquirers and candidates through correspondence and telephone calls. The chair is nominated to be elected by the presbytery annually.

### **EXAMINATIONS COMMITTEE**

The Examinations committee is made up of 12 members, evenly divided between elders and ministers, who are trained to meet with any minister requesting membership in the presbytery. The members meet with each such minister in small groups of two or three to determine the minister's suitability to be a member of the Presbytery of Great Rivers. Each member is elected to a three year term and is eligible to be elected to one additional three-year, consecutive term. The members of this committee need to be conversant in Reformed Theology and the polity of the PCUSA and be available for weekend meetings with prospective new members.

### **NOMINATING COMMITTEE**

Nominating Committee members are elected by the presbytery for a three year term, and are eligible for re-election to another three year term. Members have a crucial role in identifying and selecting nominees for vacancies in the Presbytery who are best able to engage and complete the tasks committed to them. They present slates of nominees (for the positions listed in this brochure) to the Presbytery for election. Nominating committee members are equally divided between clergy, laywomen and laymen. Members serve during four meetings yearly. They may also be asked to contact potential candidates for Presbytery positions for additional ten or more hours per year.

### **GENERAL ASSEMBLY COMMISSIONER**

Nominating Committee nominates the moderator and moderator-elect of the presbytery, and the other clergy & lay commissioners. Commissioners are required to attend an orientation session and, view an orientation video tape before the general assembly, travel to and from the meeting and spend about eight days and a few nights in working sessions of the assembly and one of its committees. All of the commissioner's travel costs are underwritten by General Assembly. Being a General Assembly commissioner requires about one week of work during the summer and approximately 20 to 30 hours of preparation time.

### **GENERAL ASSEMBLY YOUTH ADVISORY DELEGATE**

Nominating Committee requests endorsements from sessions within Presbytery, and a task force then interviews potential nominees and makes recommendations to the Nominating Committee. A principal delegate and alternate are then presented to Presbytery for election. Youth advisory delegates to General Assembly attend the same meetings as commissioners, and serve on the same committees where they have voice and vote. In the General Assembly sessions they have an advisory vote taken prior to the commissioners vote. Being a General Assembly YAD requires one week during the summer, and approximately 20 to 30 hours preparation time.

### **SYNOD COMMISSIONER**

Nominating Committee nominates the commissioners to be elected by the Presbytery. A synod commissioner is an elder or clergy elected to a three year term and eligible for re-election to a second three year term. Meetings of the standing committees are part of the time spent together in the four yearly meetings. Commissioners are reimbursed for mileage and all meals en route to the meeting and back home. *TIME COMMITMENT:* Each commissioner will attend four one-day meetings each year. There is possible time spent on sub-committee or individual project work beyond the meetings.

### **ILLINOIS CONFERENCE OF CHURCHES**

The ICC is a state-wide ecumenical organization of 28 member Judicatories of 14 denominations representing the Protestant, Anglican, Roman Catholic and Orthodox Christian traditions. The ICC is an ecumenical table that brings together religious leaders, judicatory staff, clergy and lay representatives from the member churches for dialogue, deliberation and decisions to make visible and effective the unity and mission of the Church of Jesus Christ. The ICC is an institutional expression of the ecumenical movement, a vehicle for the church's mission in Illinois for bearing witness together to the gospel of reconciliation. Illinois Conference of Churches has one committee member from the Presbytery of Great Rivers.

### **ILLINOIS PRESBYTERIAN HOME**

Illinois Presbyterian Home has seven members who serve on the Board of the Home in Springfield in an advisory capacity. The Board meets quarterly.

### **PERMANENT JUDICIAL COMMISSION (PJC)**

A full term for the Permanent Judicial Commission is six years. An individual may serve one full term and then not be eligible for re-election until after four years have elapsed. After retirement from the commission you remain on a list as an "alternate" if the commission at a future time is unable to maintain a quorum for a hearing. The commission elects a moderator and a clerk. During the term, remedial or disciplinary cases may be brought before the commission for hearing. As a member of the commission, you must listen to the facts brought before you, make a finding on the case, and if allegations are found to be valid impose a sanction against the party or parties involved. Prior knowledge of the Book of Order is not required. However, if one chooses to serve on the commission the ability to read and interpret the Book of Order is necessary, particularly the Book of Discipline. A member of the commission must be guided at all times by the Preamble to the Book of Discipline contained in the Book of Order. There may be periodic training available for members. If a case proceeds to a hearing, a number of days may be required to discern the facts, make a ruling and impose sanctions. This would require time away from family, home, and job.

### **NOTES**

It should be noted that all committees try to meet in a central location of the Presbytery, and meeting times are scheduled by the committees themselves. Members mileage and telephone expenses are reimbursed by the Presbytery, and when possible, lunch is served for the day-long meetings.

Also, all committee members are encouraged to attend the Presbytery assemblies during the year, if at all possible. Attendance at the meetings increases your knowledge of the structure, functions and needs of the Presbytery, and allows you to meet more of its members. Also, as a committee member, you do have voice at Presbytery meetings. However, only clergy, elder commissioners from congregations, elected officers, and council members have voting privileges.

Remember, that only one-third of an entity's membership is chosen each year, and that some incumbents may be re-nominated for an additional term.

The Nominating Committee hopes that you will study this information, pray about it, and if you are asked to be nominated for an open position in the Presbytery, that you will be better prepared to give your answer.

Nomination and Information Forms are available at:  
Presbytery of Great Rivers  
1230 W Candletree Dr, Suite D.  
Peoria IL 61614  
***www.greatriverspby.org***  
Phone: 309-683-6980