

**1. Policies from the Form of Government**

- A.** Presbytery's Committee on Ministry ( COM ) has a specific assignment:  
*"It shall provide for the implementation of equal opportunity employment for ministers and candidates without regard to race, ethnic origin, sex, age or marital status."* In case of each call, it shall report to the Presbytery the steps in this implementation taken by the calling group. **(G-11.0502g)**
- B.** Pastor Nominating Committees (PNC) are given explicit instructions in this matter:  
*"Care must be taken to consider candidates without regard to race, ethnic origin, sex, age or marital status."* **(G-14.0502)** A complete statement on this subject is provided to each PNC, with Scriptural and theological background, in "On Calling a Pastor: A Manual for the Pastor Nominating Committee."

**These statements stand on one of the basic principles of our Constitution – its diversity and inclusiveness:**

*"The Presbyterian Church (USA) shall give full expression to the rich diversity within its membership and shall provide means which will assure a greater inclusiveness leading to wholeness in its emerging life. Persons of all racial ethnic groups, different ages, both sexes, various disabilities, diverse geographical areas, different marital conditions (married, single, widowed, divorced) shall be guaranteed full participation and access to representation in the decision making of the church."* **(G-4.0403)**

**2. Milestones in the calling process at which the commitment to inclusiveness shall be remembered include:**

- A.** When the PNC is formed. As far as possible, this committee should be composed of people of differences ages, sexes, marital conditions, races, talents, and abilities.
- B.** Obtaining dossiers, reading them and deciding who will be given further consideration. Search and recruitment procedures should be used which will locate and consider for employment persons regardless of race, sex, age, disability or marital status.
- C.** In the interviewing process, whether by phone or in person, questions relevant to the position and its stated responsibilities should be asked.
- D.** In deciding which candidates will be recommended to the congregation factors used to make this decision, and prior decisions among candidates, should have nothing to do with race, age, sex, disability, or marital status unless it can be shown that the factors have a significant relationship to a person's ability to perform the advertised job.

**3. Guidance offered by the COM to churches during the calling process:**

- A.** A copy of this policy will be sent to the Moderator and the Clerk of Session of a church when a vacancy occurs ( prior to the vacancy if known ) so that equal opportunity employment concerns can be kept in mind by the session, congregation and the Church's Nominating Committee in the selection of the PNC.
- B.** A representative of the COM will meet with the PNC at its first meeting to counsel the PNC on its responsibilities and duties in regard to Equal Employment Opportunity.
- C.** The COM will expect to receive from each PNC, along with the call papers for a new pastor, a completed copy of the Equal Employment Opportunity questionnaire (Section # 4 below). The COM will use this response in making its constitutionally required report to the Presbytery (Section 1-A previous page). The COM will not use quotas to measure compliance with Equal Employment Opportunity policies but will review the information provided in light of the specific situation and assess the degree to which the spirit of inclusiveness was present in the search.

**4. Form F-9, the Equal Employment Opportunity questionnaire to be returned to the COM with Form F-3 at the end of the search shall include these questions:**

- A.** Was the Pastor/Associate Pastor Nominating Committee representative of various groups within your congregation (age, gender, marital status, ethnic origin and race)?
- B.** How many PIF's were considered by your search committee? How many were women? How many were minority?
- C.** Was care taken during the interviews to avoid personal questions which had no relationship to the responsibilities of the position to be filled?
- D.** Please explain if any of the following factors were deemed by the search committee to be significant issues in a candidate's ability to perform the job and were used in deciding among the candidates: age, gender, marital status, disability, ethnic origin, or race?