

Equal Employment Opportunity and Affirmative Action In Calling Church Leadership

Presbytery Policy for Congregations, Sessions, and their Committees Executive Summary

*“There is no longer Jew or Greek,
there is no slave or free,
there is no longer male or female;
for all of you are one in Christ Jesus.”
Galatians 3:28*

In our Book of Order, Foundations of Presbyterian Policy: *The unity of believers in Christ is reflected in the rich diversity of the Church’s membership. In Christ, by the power of the Spirit, God unites persons through baptism regardless of race, ethnicity, age, sex, disability, geography, or theological conviction. There is therefore, no place in the life of the Church for discrimination against any person. The Presbyterian Church (U.S.A.) shall guarantee full participation and representation in its worship, governance, and emerging life to all persons or groups within its membership. No member shall be denied participation or representation for any reason other than stated in this Constitution. (F-1.0403)*

Below the reader will find the National Capital Presbytery policy which is consistent with this standard. The Presbytery has further implemented this general policy with specifications for affirmative action to ensure that women will be fairly considered (Appendix). It has also developed policy so that persons with disabilities will have the opportunity afforded them under the *Americans with Disabilities Act* in all employed positions in the Presbytery which includes its member churches and agencies (Supplement to EEO/AA policy).

In some situations where services may be conducted in a language other than English, some accommodation may be provided to assure that cultural and linguistic needs are met. Within the basic guidelines the Presbytery asks each congregation to consider candidates without regard to gender, age, marital status or disability.

In calling a pastor, the Presbytery requires

1. that each congregation, Session, and PNC hear a description of the EEO/AA Policy;
2. that the PNC discuss and vote to abide by the EEO/AA policy of National Capital Presbytery;
3. that each PNC track its implementation of this policy;
4. that the Committee on Ministry liaison to the PNC report to the COM the compliance of the PNC with this policy;
5. that each PNC include at least one woman among its final candidates.

Approved by COM on 02/11/98
Revised by COM 5/10/07 & NCP
5/22/07 Revised by COM 7/29/09
Citations Updated 3/2013

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NCP Policy

Equal Employment Opportunity/Affirmative Action For National Capital Presbytery

Preface

In determining its own witness to the world and its service to humanity, the Church of Jesus Christ is bound by the Gospel mandate to "announce good news to the poor, to proclaim release for prisoners and recovery of sight for the blind, to let the broken victims go free, to proclaim the year of the Lord's favor." Thus it sounds the note of liberation, reconciliation and healing, and calls all persons to the more abundant life in Christ.

In the modern world, such a mission has many implications, one of which is the removal of discriminatory practices that deny individuals the opportunity to achieve their highest employment potential. Paul wrote, ". . . as many of you as were baptized into Christ have put on Christ. There is neither Jew nor Greek, there is neither slave nor free, there is neither male nor female; for you are all one in Christ Jesus," (Galatians 3:27-28). In order to fulfill the intent of the Presbyterian Form of Government and our Biblical understanding of the meaning of Equal Employment/Affirmative Action, the following Policies and Procedural Guidelines have been adopted by the National Capital Presbytery.

Policies And Procedural Guidelines

1. The Presbytery reaffirms the statements of higher governing bodies in its umbrella policy which is:

To provide equal opportunity and mobility in employment for all qualified and qualifiable persons in all job categories within the presbytery.

As required by the Form of Government, this policy will be partially implemented by the following procedure:

When a congregation initiates the calling process for a Pastor or Associate Pastor, the EEO/AA policy will be interpreted to the congregation, Session and PNC. The PNC (APNC), in turn, will certify their understanding of, and willingness to comply with such policy and procedures by taking appropriate action, and the fact of such action will be reported to Presbytery on EEO/AA Form #1. Session's approval of the MIF will signify its support of these policies and procedures. The COM will not grant approval for the PNC to receive dossiers until the Form has been received and the intent clear and acceptable.

2. To further the umbrella policy and establish a tool for identifying any discriminatory practices in the calling process, a second policy is:

To inhibit discrimination in employment because of race, color, national origin, sex, age, marital status or disability and to insure fairness to all candidates.

Diligent efforts will be made to include diverse candidates regardless of the makeup of

the congregation (or other calling body). To implement policy number two, the following procedures are established:

The COM through its liaisons will assist the PNCs to collect information so that the COM can monitor progress in equal employment opportunity. This information shall be reported to the COM during the search process as required by the attached forms.

3. The second policy deals with discrimination, but it does not address the effects of past discrimination, especially for those persons who are qualifiable for a position. Thus, the third policy is:

To promote the full realization of equal employment opportunity by establishing appropriate affirmative action programs whenever under-representation exists.

The COM will collect information to monitor our progress and annually report the findings to Presbytery.

Appendix

Affirmative Action Program

1. The COM and its liaisons with PNCs will assist in finding qualified women, persons of color, and persons with disabilities.
2. Each PNC must include, hear preach, and interview at least one woman among its final candidates unless granted an exception by COM.
3. Any exception must be requested and granted prior to interviewing final candidates, and only after a PNC has made diligent efforts to find qualified persons of both genders and diverse race, ethnicity, and with disabilities.
4. To provide interpretation and information about the requirement to consider persons with disabilities the Presbytery has adopted (September 1995) a supplemental policy on employment of persons with disabilities to implement its own policy of 1984, the *Book of Order* (as amended 1992), and to parallel the *Americans With Disabilities Act* (1990) which applies by civil law to employers of more than 15 persons, and has by its action applied the spirit of that statute to all its jurisdiction.

Approved by COM/MPR, 0/25/85 Revisions approved by COM, 02/11/98, Approved by NCP, 05/26/98 Revised by COM 5/10/07 & Approved by NCP 5/22/07 Revised by COM 9/10/09 & Approved by NCP 1/16/10

PNC= Pastor Nominating Committee, COM=Committee on Ministry, (Previously known as COM/MPR, Committee on Ministry/Ministerial Pastoral Relations)

PNC Process & EEO/AA: Form #1

Equal Employment Opportunity/Affirmative Action in Ministry

National Capital Presbytery

TO: Chair, Committee on Ministry

FROM: _____

(Name of Church)

1. On _____ (date), the congregation heard the PC(USA) EEO/AA policy as described in the *Book of Order* F-1.0403 and the Presbytery's Equal Employment Opportunity/Affirmative Action Program for calling of a Pastor (Associate) to fulfill the requirements.

2. On _____ (date), the Pastor Nominating Committee discussed and took action signifying its affirmation of the *Book of Order* F-1.0403 and its intent that the Pastor Nominating Committee will follow the Presbytery's Equal Employment Opportunity/Affirmative Action Program for calling of a Pastor (Associate) to fulfill the requirements.

3. On _____ (date), the Session of the congregation heard the PC(USA) EEO/AA policy as described in the *Book of Order* F-1.0403 and the Presbytery's Equal Employment Opportunity/Affirmative Action Program for calling of a Pastor (Associate) to fulfill the requirements. Its approval of the MIF signifies its support of this policy and program.

Signed

(Clerk of Session)

(Moderator of Session)

(Chair, PNC)

(Date)

This form should be sent to the Executive Administrator to the General Presbyter and COM and must be received before the MIF will be approved online.

(see over for *Book of Order* and NCP citations)

Approved by COM/MPR February 1986
Revised by COM/NCP May 2007
Revised by COM 7/29/09

Citation from the Book of Order Related to EEO/AA

F-1.0403 Unity in Diversity

The unity of believers in Christ is reflected in the rich diversity of the Church's membership. In Christ, by the power of the Spirit, God united persons through baptism regardless of race, ethnicity, age, sex, disability, geography, or theological conviction. There is therefore, no place in the life of the Church for discrimination against any person. The Presbyterian Church (U.S.A.) shall guarantee full participation and representation in its worship, governance, and emerging life to all persons or groups within its membership. No member shall be denied participation or representation for any reason other than stated in this Constitution.

Citations from the Presbytery EEO/AA Policy

1. NCP will provide equal opportunity and mobility in employment for all qualifiable persons in all job categories within presbytery.
2. NCP will inhibit discrimination in employment because of race, color, national origin, sex, age, marital status, or disability and insure fairness to all candidates.
3. NCP will promote full realization of equal employment opportunity by establishing appropriate affirmative action programs whenever under representation exists. Therefore, each PNC must include, hear preach, and interview at least one woman among its final candidates unless granted an exception by COM.

Equal Employment Opportunity/Affirmative Action

Educators in Ministry

National Capital Presbytery

TO: Chair, Committee on Ministry

FROM: _____
(Name of Church)

1. On _____ (date), the Session of the congregation discussed and took action signifying its affirmation of the *Book of Order* F-1.0403 and its intent that the Educator Search Committee will follow the Presbytery's Equal Employment Opportunity/Affirmative Action Program for calling of an Educator to fulfill the requirements.

2. On _____ (date), the Educator Search Committee discussed and took action signifying its affirmation of the *Book of Order* F-1.0403 and its intent that the Educator Search Committee will follow the Presbytery's Equal Employment Opportunity/Affirmative Action Program for calling an Educator to fulfill the requirements.

Signed _____
(Clerk of Session)

(Chair, PNC)

(Date)

(see over for *Book of Order* citations)

Approved by COM February 1998

Citation From The *Book Of Order* Related To EEO/AA

F-1.0403 Unity in Diversity

The unity of believers in Christ is reflected in the rich diversity of the Church's membership. In Christ, by the power of the Spirit, God united persons through baptism regardless of race, ethnicity, age, sex, disability, geography, or theological conviction. There is therefore, no place in the life of the Church for discrimination against any person. The Presbyterian Church (U.S.A.) shall guarantee full participation and representation in its worship, governance, and emerging life to all persons or groups within its membership. No member shall be denied participation or representation for any reason other than stated in this Constitution.

PNC Process & EEO/AA Form 2: Request for General Presbyter Check

This form is required each time a General Presbyter Check is requested.

Name of Church: _____

PNC Chair: _____ Liaison: _____

Please conduct a General Presbyter Check on (PIFs attached): _____ **Date:** _____

<i>Candidate(s)</i>	<i>Presbytery</i>	<i>For NCP use</i>

Liaisons should review the EEO/AA policy with PNCs noting: *“that each PNC track its implementation of this policy, that the liaison report to the COM the compliance of the PNC with this policy, and that each PNC include at least one woman among its final candidates.”* PNCs should, therefore, have at least one woman among the candidates for whom they are requesting General Presbyter Checks.

Indicate all of the steps you are using and plan to use in your search under “Your Steps” in the chart below. Then complete the rest of the chart through the Presbytery to Presbytery step by indicating the appropriate numbers of candidates in each column.

Search Process		Total Number	Women	Persons with Disabilities (if known)	Racial/Ethnic Persons (if known)
Potential Steps	Your Steps				
<i>PIFs Received & Reviewed</i>	PIFs Received & Reviewed				
<i>Sermon Review (CDs, Web)</i>					
<i>Phone Interviews</i>					
<i>Reference Checks</i>					
<i>Gen. Presbyter Check</i>	General Presbyter Check <i>(Required before face to face.)</i>				
<i>Face-to-Face Interviews</i>					
<i>Heard Preach</i>					
<i>Offered the Position</i>	Offered the Position				

Send the completed form and the PIF(s) of the candidate(s) by email to the Administrator for the Committee on Ministry, Colette Ramm (CRamm@thepresbytery.org).

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PNC Process & EEO/AA Form 3

Final Report of the PNC Process and EEO/Affirmative Action Compliance

This form is intended for use by COM liaisons in cooperation with the PNC at the completion of the Pastor Nominating Committee search process and prior to the Clearance Interview. Liaisons and/or PNC Chairs are encouraged to answer the questions as frankly and openly as possible. Information from this questionnaire will be used by the Committee on Ministry in its continuing efforts to promote and establish equal employment opportunities and affirmative action as appropriate.

Name of Church: _____

PNC Chair: _____ Liaison: _____

PNC Elected (Date): _____ MIF Completed (Date): _____

Clearance Interview (Scheduled Date): _____

Title of Position Filled: _____

Name of Person Called: _____

Check all that apply:

Woman: _____ Racial/Ethnic Person: _____ Person with Disability: _____

Other: _____ Specify: _____

Search Process		Total Number	Women	Persons with Disabilities (if known)	Racial/Ethnic Persons (if known)
Potential Steps	Your Steps				
<i>PIFs Received & Reviewed</i>	PIFs Received & Reviewed				
<i>Sermon Review (CDs, Web)</i>					
<i>Phone Interviews</i>					
<i>Reference Checks</i>					
<i>Gen. Presbyter Check</i>	General Presbyter Check <i>(Required before face to face.)</i>				
<i>Face-to-Face Interviews</i>					
<i>Heard Preach</i>					
<i>Offered the Position</i>	Offered the Position				

Questions regarding the EEO/AA Policy:

Did the PNC discuss at the outset ways in which to attract candidates who are women, persons of color, and/or persons with disabilities?

If so, what methods of attracting such candidates were chosen?

Were any of these methods particularly useful? Were any particularly unhelpful? Why?

If any of your final candidates were women, persons of color and/or persons with disabilities and were not selected, what factors could have helped them become the committee's final choice?

Was an exemption sought from the requirement that the PNC include, hear preach, and interview at least one woman among its final candidates? And what was the outcome?

Questions regarding the Search Process:

What should the Committee on Ministry keep doing in support of the work of the PNC?

What should the Committee on Ministry start doing in support of the work of the PNC?

What should the Committee on Ministry quit doing in support of the work of the PNC?

What insights have you gained from this process that could help future PNCs and COM liaisons?

(date)

(signature: circle one – Liaison, PNC Chair)

May 26, 1998

Revised by COM 7/29/09, 10/11/11