
Appendix 6F: Affirmative Action and Equal Employment Opportunity Standards

Revised: July 2015

1. Preface

The Presbyterian Church (USA) is firmly committed at the General Assembly, synod and presbytery levels to the principle of inclusiveness. The mid-councils of our church believe that the spirit of Jesus Christ and the Gospel calls us and enables us to be inclusive of all who will respond to Christ's call.

A key expression of this is a specific commitment to affirmative action for equal employment opportunity (AA/EEO) relative to the call of pastors. It is the policy of the Presbytery of the Cascades to provide equal employment opportunity for all persons, to prohibit discrimination in employment because of race, sex, age, marital status or disabilities. These principles apply to all Ministers of the Word and Sacrament who can meet the requirements and perform the duties set forth in the position description.

Affirmative action involves positive action, sincere effort, deliberately including for consideration and inviting all whom Christ has called to serve.

2. Procedure for implementation in calling of pastors

- a. The Commission on Ministry (COM) liaison consults with the session, congregation and the Pastor Nominating Committee (PNC) about their responsibility for AA/EEO, and assists them in developing a plan of implementation. It is recommended that arrangements be made for an affirmative action interpreter to visit, to talk about the issues and their experience, and to answer questions. In order to proceed to pastor search, the session, congregation and the PNC shall each take action and authorize the clerk, moderator of the session, and chairperson of the PNC to sign off on the Ministry Information Form (MIF).
- b. The COM shall assist the PNC in developing non-discriminatory criteria for the selection of the pastor. Discrimination based on racial ethnicity, age, gender, marital condition or disability is illegal.
- c. The COM liaison in the course of working with the PNC shall, when necessary, challenge the members to stay with their commitment and shall, when appropriate, help them face questions and feelings which arise.
- d. Before the PNC presents a name to the congregation, the COM liaison shall be clear that he/she is prepared to certify that the AA/EEO commitment has been followed in good faith.
- e. The COM liaison shall certify to the regional COM, who shall certify to presbytery that the requirements of AA/EEO have been met (see Appendix 6F: Exhibit 1).

Appendix 6F: Exhibit 1: Equal Employment Opportunity in Ministry Report Form

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TO: Chairperson, Regional Commission on Ministry
(Note: This form is to be filled out by the Chairperson, PNC, after a candidate has been agreed upon. Send copy to the regional presbytery office.)

FROM:

Name & Church	Address
Moderator	Date

Title of Staff Position:

1. Date MIF completed:
Date person called:
In compliance with our earlier commitment to follow the presbytery’s affirmative action/equal employment opportunity program for “calling” of a pastor or associate and to fulfill the requirements of the *Book of Order* and presbytery policy by interviewing one or more persons who are of minority race/ethnic group, or female, or over 49 years of age, or single, or with disability, we brought to finalist interview the following person(s):

Date	Name	AA/EEO Category
Date	Name	AA/EEO Category
Date	Name	AA/EEO Category

- They were offered the position and accepted/declined it.
- They were not offered the position for the following reasons:

Comments on the EEO/AA process:

2. What special effort was made to reach and consider qualified candidates in categories referred to in AA/EEO policy?

3. Please list names of candidates of minority race/ethnic group, or female, or over 49 years of age, or single, or with disability whose material you reviewed and rejected short of final interview stage:

4. Please explain the criteria used and reason to reject further negotiations with those persons listed in #3 above:

5. Were the members of the PNC briefed in the presbytery’s equal employment opportunity policy and procedures before the process began?

Yes No

Name of Nominee:

6. Comments on the nominee’s qualifications:

7. Comments on total employment process: recruitment, screening, interviewing, hiring:

Signed: Chairperson, Pastor Nominating Committee

Date

Action of Commission on Ministry on behalf of the Presbytery of the Cascades:

1. Accepted report of the PNC indicating that they fulfilled requirements of the Constitution F-1.0403.

2. Commission on Ministry’ Action: Approved Disapproved

I affirm that the Committee has followed AA/EEO with integrity.

Signed: COM Liaison

Date