

**EQUAL EMPLOYMENT OPPORTUNITY GUIDELINES
PRESBYTERY OF NORTHERN KANSAS
COMMITTEE ON MINISTRY**

EEO GUIDELINES FOR COMMITTEE ON MINISTRY

The Book of Order (G-11.05021) places responsibility with the Committee on Ministry for implementation of equal employment opportunity practice in the call of ministers and the employment of candidates as follows:

“It shall provide for the implementation of equal employment opportunity for ministers and candidates without regard to race, ethnic origin, sex, age, disability or marital condition. In the case of each call, it shall report to the Presbytery the steps in this implementation taken by the calling group” (G-11.05021)

An effective program for the implementation of equal employment opportunity in the calling of pastors and the appointment of candidates, interims, stated supplies, designated pastors and temporary supplies begins with the Committee on Ministry.

The following guidelines will assist the Committee on Ministry in implementing the church's commitment to inclusiveness and participation. (G-4.0403)

General Steps Toward Inclusiveness

1. Ensure that the membership of the Committee on Ministry includes representation of the identified groups (race, sex, age, ethnic origin, disability, marital condition.) Consultation with the Presbytery Nominating Committee and the Committee on Representation is advised.
2. Provide persons from the identified groups with leadership positions on subcommittees.
3. Appoint persons from the identified groups as moderators and liaisons.
4. Appoint persons from the identified groups, in cooperation with the session, as interim supplies, stated supplies, and temporary supplies.
5. Appoint a member of Committee on Ministry, staff, or a member of the Committee on Representation to train the Committee on Ministry in implementing inclusiveness and providing equal employment opportunity technical services to Pastor Nominating Committees.
6. Develop an implementation plan for calling of pastors and appointment of candidates, interims, stated supplies, designated pastors, and temporary supplies which is approved by Presbytery.
7. Discuss the Presbytery policy and the congregation responsibility for inclusiveness in employment with the session during biennial visit.

Approved by Committee on Ministry: 4/6/93

Approved by Presbytery: 4/24/93

EEO GUIDELINES FOR SESSION

The witness of congregations is the basis for all other expressions of the church's life. Each congregation is urged to develop procedures of calling, recruiting, hiring, and promoting for all job classification without regard to racial ethnic groups, sex, age, disability, or marital condition. Each congregation is urged in all phases of employment, for all job classifications, to follow the equal employment opportunity program of its presbytery. These commitments to equality should include but not be limited to compensation, benefits, leaves of absence, performance evaluations, reduction in force and return to service, continuing education opportunities, and termination.

To assist the Session in Implementation, the Following Guidelines are Provided:

1. Discuss, during biennial visits with the committee on ministry, the policy of the Presbyterian Church (U.S.A.) and the presbytery to provide equal employment opportunity for all qualified persons; to prohibit discrimination in employment based upon racial ethnic group, sex, age, disability, or marital condition (and to correct any existing patterns of discrimination).
2. Develop a policy for inclusiveness in employment of staff.
3. When the church is seeking a pastor:
 - a. seriously consider a person from the "identified groups" as moderator of session.
 - b. Request committee on ministry to appoint a person from the "identified groups" as committee on ministry liaison to pastor nominating committee.
 - c. Seriously consider a person from the "identified groups" as interim supply.
 - d. Request persons from the "identified groups" to preach frequently.
 - e. Ensure that composition of pastor nominating committee reflects composition of congregation.
 - f. Review church information form prepared by the pastor nominating committee giving special attention to EEO section.
 - g. Review plan of implementation of inclusiveness in calling the pastor prepared by the pastor nominating committee.
4. Give serious consideration to persons from the "identified groups" when seeking other professional or support staff. A goal for the position should be set each time a position is vacant.

IDENTIFIED GROUPS: Persons with disabilities, persons of various racial/ethnic groups, persons of all ages, persons of both sexes, and persons of all marital conditions.

Churchwide Equal Employment Opportunity Plan

It is the policy of the Presbyterian Church (U.S.A.) to provide equal employment opportunity for all qualified persons; to prohibit discrimination in employment based upon racial ethnic group, sex, age, or disability; and to correct any existent patterns of discrimination. The realization of inclusiveness in employment is promoted through positive, results-oriented, equal employment opportunity practices.

The General Assembly Council has developed this Churchwide Plan for Equal Employment Opportunity on the basis of its Constitutional responsibility "To institute and coordinate a churchwide plan for equal employment opportunity for members of racial ethnic groups, for women, for various age groups, and for persons with disabilities;..." (G-13.020lb). Its administrative provisions and procedures are mandatory for the General Assembly and its agencies. Other governing bodies are urged to adopt similar provisions and procedures as a means for fulfilling their mandatory Constitutional responsibilities in this important and sensitive area of the church's life.

As a responsible Christian employer, the Presbyterian Church (U.S.A.) will voluntarily comply with civil laws and regulations related to equal employment opportunity except where this legislation is in clear opposition to denominational policy. The General Assembly Council has articulated this commitment in the Uniform Personnel Policies.

In addition to this Churchwide Plan, the General Assembly Council will make available a manual for churchwide guidance in the implementation of the EEO Plan. This manual will include as a minimum: biblical and theological studies on the theme of equal employment opportunity; forms for use in reporting on pastor search processes, hiring, and work analysis; guidelines for use by Committees on Ministry, Committees on Representation and Personnel Committees established by sessions, presbyteries or synods; EEO guidelines for persons with disabilities; EEO guidelines for persons of all ages; a listing of other resources; and a bibliography.

I. A THEOLOGICAL STATEMENT: GOD'S CALL TO INCLUSIVENESS

The church's involvement in equal employment opportunity is central to the Gospel's incarnation in the community of faith. While governmental units may approach their responsibilities in this area from legalistic interpretations of what the Constitution of the United States of America requires, the Presbyterian Church (U.S.A.) approaches the subject in gratitude for Jesus' compelling vision of the inclusiveness of God's love. That love allows us to cross existent sociological and psychological barriers so as to order our life together in the church in a way that contains no barriers of our own making. As a denomination we seek to live out God's call for unity by being "open to all persons and to the varieties of talents and gifts of God's people..." (G-4.0402).

The foundation for this commitment is our acceptance of the Word of God as central to our life or faith and action, and our willingness to be guided by the Holy Spirit speaking through Scripture as we seek to be inclusive in our employment practices. Hiring procedures within the church must be established within the context of our faithfulness to God's will for all of humanity.

We begin with the biblical declaration that God created all that is and declared it to be good. Despite our rebellion and our unwillingness to live in conformity with God's original creation, God has not broken relationships with humanity. Men and women of faith have repeatedly received and accepted the call to live lives characterized by justice and righteousness. In Jesus we see the incarnation of God's great plan of reconciliation --a plan that restores broken relationships with God and with God's people. The Gospel story is permeated with illustrations of Jesus' reaching out to those who are excluded by the broader community. There is a constant restatement of the Old Testament theme of God's favor, particularly for the poor, the oppressed and the strangers in the land. To reflect the radical nature of God's inclusiveness, it is imperative that we live as one with those who are excluded. Jesus' love for all is God's love. In Jesus' resurrection the rule of God over all people is announced and inaugurated.

It is our belief that our life together as Presbyterians, manifested through our employment policies and practices, bears witness to our commitment to do God's will. Accomplishing such a mission in today's world requires, as a first step, the elimination of discriminatory practices in the church. The time is upon us when we can and shall demonstrate that Christ's promises of reconciliation, justice and love are true.

II. GOVERNING BODY RESPONSIBILITIES

The Constitution of the Presbyterian Church (U.S.A.) gives repeated instructions to the governing bodies of the church regarding the nature of its intended inclusiveness and the implementation and maintenance of an equal employment opportunity plan. For example:

"The Presbyterian Church (U.S.A.) shall, give full expression to the rich diversity within its membership and shall provide means which will assure greater inclusiveness leading to wholeness in its emerging life. Persons of all racial ethnic groups, different ages, both sexes, various disabilities, diverse geographical areas, and different theological positions consistent with the Reformed tradition shall be guaranteed full participation and access to representation in the decision-making of the church (G-9.0104ff.)" (G-4-0403).

Section G-9.0104 reads: "Governing bodies of the Church shall be responsible for implementing the Church's commitment to inclusiveness and participation as stated in G-4.0403. All governing bodies shall work to become more open and inclusive and to correct patterns of discrimination on the basis of race, sex, age or disability."

"In implementing this commitment, consideration should be given to the gifts and requirements for ministry (G-6.0106) in persons elected or

appointed to particular offices or tasks, and to the right of the people to elect their officers (G-6.0107)."

In addition to these instructions to all governing bodies, the Constitution assigns specific responsibilities to certain groups. For example:

A. Committees on Representation

The Book of Order (G-9.0105) requires the establishment of Committees on Representation by each governing body above the session and states that: "The Committee on Representation shall advise the governing body on the employment of personnel, in accordance with the principles of participation and representation (G-4.0403), and in conformity with a churchwide plan for equal employment opportunity (G-13.0201b)".

B. The General Assembly and Its Agencies

It is the responsibility of the General Assembly to endorse and review periodically, upon recommendation of the General Assembly Council, this policy: "Toward Inclusiveness in Employment: A Churchwide Plan for Equal Employment Opportunity." It shall be the responsibility of the Office of the Stated Clerk to distribute the document to all employing units of the General Assembly, middle governing bodies, and General Assembly related schools and theological institutions. The General Assembly Council has the responsibility for the overall administration and coordination of the Churchwide Plan.

Section G-11.0504 states that "The Presbytery's Committee on Ministry may look to Synod and General Assembly for information and assistance in the matter of ministers and pastoral relations." In support of this provision, "the General Assembly shall create the necessary agency to facilitate and support the work of the presbyteries and the synods in this matter."

C. Synods and Presbyteries

Section G-9.0704 states that "All administrative positions in all governing bodies above the sessions shall be filled in accordance with the principle of participation and representation found in G-9.0104."

Section G-11.0504 states that the Committee on Ministry of the presbyteries "may look to the synod and General Assembly for information and assistance in the matter of ministers and pastoral relations." In support of this provision "synods shall create the necessary agency to coordinate the work of presbytery committees."

D. Committees on Ministry

The Book of Order (G-11.0502f) places responsibility for the implementation of equal employment opportunity practice in the call of ministers and the employment of candidates with the Committee on Ministry as follows: "It shall provide for the implementation of equal employment, opportunity for ministers and candidates without regard to race, ethnic origin, sex, age or marital status. In the case of each call, it shall report

to the presbytery the steps in this implementation taken by the calling group" (G-11.0502f).

III. IMPLEMENTATION OF A PROGRAM FOR EQUAL EMPLOYMENT OPPORTUNITY

Each governing body and church-related institution or service organization is encouraged to develop its own implementation plan for administrating its commitment to equal employment opportunity. A detailed statement of policy and procedures for the General Assembly level is attached to this churchwide plan for information (Attachment A). This Implementation Plan for the General Assembly is offered as a model for parallel structures in other governing bodies, church-related institutions, and service organizations. All such plans optimally include, but are not limited to the following elements:

- (a) Equal employment opportunity goals and objectives which are continuously updated and reviewed.
- (b) Personnel policies, practices and procedures which as a minimum will include:
 - (1) Involvement of persons from the identified groups in search and procedures;
 - (2) Search and recruitment procedures to locate and consider for employment persons regardless of race, sex, age or disability;
 - (3) Selection, promotion and upgrading procedures to preclude and to correct patterns of discrimination on the basis of race, ,sex, age or disability;
 - (4) Career development activities without regard to race, sex, age or disability; (or continuing education)
 - (5) Development of realistic position descriptions based upon job-related qualifications and standards to insure that the description does not contain qualifications or selection criteria based on race, sex, age,or disability which disproportionately screen out individuals;
 - (6) . Public advertisement of openings in selected media, and contact of specific agencies, organizations, and associations;
 - (7) Annual workforce review and analysis to determine: (a)if patterns of discrimination exist, and (b) if the hiring practices are bringing the church to a greater level of inclusiveness; and
 - (8) Identification of the point of accountability and responsibility for the implementation and continuous review of the equal employment opportunity program.
- (c) Commitment as a purchaser to contract or purchase goods and devices whenever possible from businesses which have committed themselves to a goal of equal employment opportunity and which are willing to cooperate

with Project Equality, Incorporated. Such cooperation includes utilizing the Project Equality process so that whenever a reasonable choice exists validated meeting facilities are used and suppliers listed in the Buyers Guide and Supplements are selected.

- (d) Commitment as an investor, to invest whenever possible in businesses that are committed to equal employment opportunity.

In addition to the elements listed above the following aspects are listed for guidance:

A. Synods and Presbyteries

In implementing their responsibilities in relationship to the filling of administrative staff positions (G-9.0104), synods and presbyteries are urged to develop and establish equal employment opportunity policies and implementation plans based upon the following:

1. Recruiting, hiring, calling, training, and promoting persons within all job classifications without regard to racial ethnic group, sex, age or disability;
2. Ensuring that all other personnel policies and practices such as compensation, benefits, transfers, leaves of absence, performance evaluations, reduction in force and return to service, educational opportunities, tuition assistance, and termination are administered in accord with equal employment opportunity policies;
3. Annually collecting and reviewing employment data and conducting analyses, reporting their findings to the next higher governing body, and taking such corrective actions as are necessary under their own employment opportunity commitments.

The governing body's manual of administrative operations should include its equal employment opportunity implementation plan and the procedures by which employment data will be gathered for review by the next higher governing body.

In consulting with presbyteries regarding the election of an executive presbyter (G-9.0701) and in developing guidelines for personnel reviews, synods are encouraged to routinely review the inclusiveness of election processes, and the incumbents' fulfillment of their overall responsibilities to initiate and carry out the provisions of the churchwide plan for equal employment opportunity. Neglect by executive presbyters in carrying out such responsibilities should be grounds for dismissal.

B. Congregations

The witness of congregations is the basis for all other expressions of the church's life. Each congregation is urged to implement its procedures of calling, recruiting, hiring, and promoting for all job classifications without regard to racial ethnic group, sex, age or disability. Each

congregation is urged in all phases of employment, for all job classifications, to follow the equal employment opportunity program of its presbytery. These commitments to equality should include but not be limited to compensation, benefits, leaves of absence, performance evaluations, reduction in force and return to service, continuing education opportunities, and termination.

C. Church-Related Institutions

Church-related institutions including schools, theological institutions and service organizations are urged to develop and establish equal employment opportunity policies and implementation plans based upon the following:

1. Recruiting, hiring, calling, training, and promoting persons within all job classifications without regard to racial ethnic group, sex, age or disability;
2. Ensuring that all other personnel policies and practices such as compensation, benefits, transfers, leaves of absence, performance evaluations, reduction in force and return to service, educational opportunities, tuition assistance, termination, and any others are administered in accordance with equal employment opportunity policies.
3. Annually collecting and reviewing employment data and conducting analyses of all personnel policies and practices, reporting to the appropriate General Assembly agency, and making such corrective actions as are necessary under their equal employment opportunity commitments.

IV. CONCLUSION

Motivated by the Gospel and not by law, we seek to improve upon our record of hiring not only on the General Assembly level, but also in congregations, presbyteries and synods. In Luke 13 Jesus says men and women will come from east and west, and from north and south, and sit at table in the realm of God. The time has come for the Presbyterian Church (U.S.A.) to model this joyful feast, and to reflect inclusiveness in all areas of its life. No longer shall we be a pale reflection of secular society, but a beacon of light showing by our unity and our diversity that all are one in Christ.

GLOSSARY

Chief Administrative Officer	The "chief executive" of each GA agency, synod, or presbytery. By virtue of office this person is responsible for administering, EEO and is held accountable for implementation in each annual performance review.
------------------------------	--

PLAN FOR INCLUSIVENESS

(Revised September 7, 1993)

CHURCH _____

1. In preparing for our pastoral search, we have:
_____ read and discussed our Presbytery policy on equal employment opportunity
_____ read and discussed Book of Order G-11:0502g.
2. Based on our discussions, we plan to implement our commitment to inclusiveness in the following ways:

In preparing our CIF, we will:

In seeking PIFs, we will:

In choosing ministers to interview, we will:

PNC Approved:	_____	_____
	(Date)	(Signature, PNC Moderator)
Session Approved:	_____	_____
	(Date)	(Signature, Clerk)
COM Approved:	_____	_____
	(Date)	(Signature, COM Liaison)