

EQUAL EMPLOYMENT OPPORTUNITY IN MINISTRY

I. Policy Statement

It is the policy of San Jose Presbytery to provide equal employment opportunity in ministry for all qualified and qualifiable persons, and to prohibit discrimination in employment because of race, color, national origin, sex, age, marital status, physical disability or veteran status.

II. Rationale

In determining its own witness to the world and its service to humanity, the church of Jesus Christ is bound by the gospel mandate that 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 employment practices

III. Responsibilities

A. Committee on Ministry (COM) Responsibilities

The COM shall assist the PNC in discussing and understanding the meaning of being an Equal Employment Opportunity Committee.

1. **Moderators:** COM recommends that minority and women ministers be considered for appointment by the Presbytery as moderators of vacant churches.
2. **Pulpit Supply:** COM recommends that minority and women ministers be considered as interim or stated supply ministers. COM may suggest to the Session that minority and women ministers be invited to preach during pulpit vacancies.
3. **Consultation with Session and Pastor Nominating Committee:** COM, through its PNC liaison, shall consult with the Session and the PNC concerning the meaning of the EEO policies of the General Assembly and the Presbytery and the constitutional requirements of the Form of Government.
4. **Church Information Form:** COM shall note the answers to the Equal Opportunity questions on the Church Information Form that has been filled out by the PNC. COM shall mail the satisfactorily completed form to the Ministry Unit on Church Vocations.
5. **Candidates:** COM should request the PNC to complete a form indicating the number of dossiers received, number of minority and women's dossiers received, and the names of minority and women candidates for whom the PNC is seeking preliminary clearance. If clearance is not sought for women or minority candidates, COM should discuss the reasons with the PNC. COM shall authorize the PNC to proceed only when it has verified that serious consideration will be given to all candidates, including a willingness to interview all candidates in accordance with this policy.

6. **Final Clearance for a Candidate:** COM shall give final clearance on the candidate of the PNC only after the PNC has shown that it has given sincere consideration to candidates without prejudice.

B. Minister Responsibilities

n/a

C. Session Responsibilities

1. The clerk of session shall complete Section #1 of the Report Form at the beginning of the pastor nominating process and pass it to the chair of the PNC.
2. The chair of the PNC shall complete Section #2 at the beginning of the pastor nominating process, and Section #3 on completion of the process.
3. The chair of the PNC shall give the completed form to COM liaison.
4. With the support of the session and the congregation, the PNC will take steps to meet with and to interview ministerial candidates who are women, as well as those of ethnic or racial background, or age, different from the majority of the congregation.

D. Additional Responsibilities/Information

Presbytery shall concur with a call by a church for pastor or associate pastor only when COM has assured presbytery that the EEO constitutional requirements have been fulfilled by the PNC, session and congregation.

APPENDIX A

**REPORT FORM PRESBYTERY OF SAN JOSE EQUAL OPPORTUNITY EMPLOYMENT IN MINISTRY
FOR CALLING OF A PASTOR OR ASSOCIATE PASTOR**

SECTION #1

To: Chair, Committee on Ministry, Presbytery of San Jose

From: _____ Presbyterian Church

On _____, the Session of this congregation discussed, and took action signifying its intent to follow, the Presbytery's Equal Employment Opportunity in Ministry policy for calling of a pastor (or associate pastor) in fulfillment of the requirements of the Form of Government.

Signed _____ Date _____
Clerk of Session

Signed _____ Date _____
Moderator of Session

SECTION #2

To: Chair, Committee on Ministry, Presbytery of San Jose

From: _____ Presbyterian Church

On, _____ the Pastor Nominating Committee discussed, and took action signifying its intent to follow, the Presbytery's Equal Employment Opportunity in Ministry policy for calling of a pastor (or associate pastor) in fulfillment of the requirements of the Form of Government.

Signed _____ Date _____
Chair, Pastor Nominating Committee

SECTION #3

To: Chair, Committee on Ministry, Presbytery of San Jose

_____ Presbyterian Church Title of Staff Position _____

Name of Nominee _____

	Total candidates	Women	Minorities	Over 40
Number of dossiers received				
Number of prospects interviewed				
Number of prospects heard preach				
Number of prospects brought to community				
Number of prospects offered position				
Number of refusals				

Comments on the total employment process, recruitment, screening, interviews, candidating, processing call, etc., may be placed on back of form.

Signed _____ Date _____
Chair, Pastor Nominating Committee