

PAPER 4
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY POLICY

The Committee on Ministry is governed by the Book of Order and the Manual of Operations of the Heartland Presbytery and will follow the Affirmative Action/Equal Employment Opportunity Program in accordance with the guidelines and policies established by the General Assembly.

The Nominating Committee (local congregation) shall confer with Presbytery's Committee on Ministry (normally) with an appointed liaison person, as provided in the Book of Order G.11.0502d. Particular attention must be made to the Equal Employment Opportunity Policy of our Church.

The following procedure is intended as a guide for the Equal Employment Opportunity Program:

1. Your session, with assistance from your COM liaison will endorse the intention.
2. At a called congregational meeting, the session shall advise the congregation of the constitutional requirements that the Pulpit Nominating Committee be an Equal Employment Opportunity Committee. The session may request the presence of a resource person from the Committee on the Ministry to assist in the discussion at the congregational meeting.
3. When the session, congregation and Pastor Nominating Committee signify their intent to follow the Book of Government in this regard, the chairperson of the Pastor Nominating Committee should send the AA/EEO Form to the Presbytery Office for the Committee on the Ministry, or give it to the liaison person.
4. No Church Information Form shall be approved for transmittal to the Church Vocations Ministry Unit which has not previously been read and approved by the appropriate persons from the Committee on the Ministry.
5. When a session, congregation and/or Pastor Nominating Committee indicates by not signing the Affirmative Action/Equal Employment Opportunity Form an unwillingness to consider pastoral candidates without prejudicial regard to race, ethnic origin, sex, marital status, age, or persons with disabilities;
 - a. The session shall request permission of the Presbytery through the Office of the stated Clerk, to be exempt from the Constitutional provision;
 - b. The session shall appear before the Presbytery to present its reasons;
 - c. The Committee on Ministry may make recommendations to the Presbytery regarding disposition of this matter; and

d. The Church Information Form to be filed with the Church Vocations Ministry Unit shall not be approved by the Committee on Ministry until so authorized by the Presbytery.

6. When a pastor or associate pastor is being considered, the Pastor Nominating Committee and session shall be expected to follow the spirit as well as the letter of the provision of the Book of Order concerning the calling and inviting of women and minority persons.

7. The Pastor Nominating Committee shall submit evidence to the Committee on Ministry through the liaison person that they are abiding by the Affirmative Action Policy by interviewing persons of both sexes, or various races and a variety of ages as outlined in F (above) if such candidates are available.

8. If your liaison from COM has any questions regarding your procedures with candidates, he/she will present such concerns in writing to the PNC with copies to COM.

Approved by Heartland Presbytery 9/87

HEARTLAND PRESBYTERY

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY IN MINISTRY

Presbytery _____

TO: Moderator, Committee on Ministry

FROM: _____
Name of Church

1. On _____ (date) the Session of this congregation discussed and took action to recommend to the congregation that the congregation direct the Pastor Nominating Committee to declare its intent to follow the Presbytery's Affirmative Action Equal Employment Opportunity policy for "calling" of a pastor (or associate pastor) to fulfill the requirements of the Book of Order G.11-0502G.
2. On _____ (date) the congregation discussed and took action signifying its intent that the Pastor Nomination Committee will follow the Presbytery's Affirmative Action/Equal Employment Opportunity policy for "calling" of a pastor to fulfill the requirements of the Book of Order G-11.0502G.
3. On _____ (date) the Pastor Nominating Committee discussed and took action signifying its intent to follow the Presbytery's Affirmative Action/Equal Employment Opportunity policy for "calling" of a pastor (G-11.0502G).

Signed _____
Clerk of Session

Moderator of Session

Moderator, Pastor Nominating Committee

Date