

## **COMMITTEE ON MINISTRY**

### **San Fernando Presbytery**

#### **AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY PROGRAM**

##### POLICY

The policy of the Presbytery of San Fernando is to provide equal opportunity in employment and upward mobility for all qualified and qualifiable persons; to prohibit discrimination in employment because of race, color, national origin, sex, age, marital status or physical handicap. It is the policy of the Presbytery of San Fernando to promote the full realization of equal employment opportunity through a positive and continuing program of affirmative action. In addition, it is the policy that the Presbytery, through its Committee on Ministry, will assist congregations in taking deliberate and positive steps to consider all candidates for ministry.

##### DISCUSSION

"Equal Employment Opportunity" emphasizes the equality of opportunity for all candidates, regardless of particular circumstances of birth; "Affirmative Action" emphasizes positive action to redress past and historical wrongs perpetrated on particular groups of persons. These two programs are to some extent incompatible, yet both have been deliberately adopted by the Presbytery of San Fernando as policy statements. In an attempt to assist congregations (and others instrumental in employment) in following the policies, this model has been prepared as a guide. Like all guides, it should be followed with care and common sense, and always with the higher guidance of the Holy Spirit as discerned through prayer.

##### MODERATORS

The Committee on Ministry may recommend ethnic minority or women ministers for appointment as moderators of vacant churches.

##### PULPIT SUPPLY

Ethnic minority or women ministers should be considered by sessions (and may be recommended by the Committee on Ministry) as Interim or Stated Supply Ministers. Sessions should invite ethnic minority or women ministers to preach frequently during the vacancy of the pulpit.

### CONSULTATION WITH SESSIONS AND PASTOR NOMINATING COMMITTEES

The Committee on Ministry shall consult with sessions and pastor nominating committees concerning the meaning of the AA/EEO policies of the General Assembly and the Presbytery as well as the constitutional requirements. The Committee on Ministry shall assist the pastor nominating committee in discussing and understanding the meaning of being an affirmative action/equal opportunity committee.

### CHURCH INFORMATION FORM

The Committee on Ministry shall note the answers to the Affirmative Action/Equal Employment Opportunity questions on the Church Information Form which has been filled out by the pastor nominating committee and the session. If necessary, a consultation will be held with the pastor nominating committee after the form has been received. When the Committee on Ministry is satisfied, its chair will mail the form to the Vocation Agency.

### CANDIDATES

Dossiers will be sent from the Vocation Agency without prejudicial regard to race, ethnic origin, age, sex, marital status or physical handicap. The Committee on Ministry will ensure that the pastor nominating committee completes a form indicating the number of dossiers received; the number of ethnic minority and women's dossiers received; and the names of ethnic minority and women candidates the pastor nominating committee has contacted. If clearance is sought for no women and ethnic minority candidates, the Committee on Ministry will discuss with the pastor nominating committee the reasons. The Committee on Ministry shall authorize the pastor nominating committee to proceed only when it is satisfied that serious consideration will be given to all candidates, including a willingness to interview candidates without regard to race, ethnic origin, sex, marital status or physical handicap.

### FULFILLMENT OF THE GUIDELINES

The pastor nominating committee must certify to having accomplished at least four out of the following five procedures as minimal indications of having given "serious consideration" and intention to fulfill both the letter and spirit of the Presbytery requirement.

1. The full dossier has been read, studied and reviewed, and preliminary references have been checked.
2. A tape of sermon, service, or personal comments has been heard.
3. A face to face interview has been held:

- a. if the person is brought to the area, interview with the whole committee
  - b. if the interview takes place elsewhere (e.g., in candidate's own community) that at least two members of the committee shall have been present.
4. An amplified telephone call has been shared:
- a. such as the whole committee sitting in one room with a speaker so all could converse and hear
  - b. as distinguished from a "conference call" in which each person is on a different phone in a different location.
5. Full and sufficient inquiry and consultation have been made with other Presbyterian staff or personnel (e.g., Presbytery executive, COM chairperson, etc.) either within the candidate's location or within our Presbytery.

#### FINAL CLEARANCE FOR A CANDIDATE

The Committee on Ministry shall give final clearance on the candidate of the pastor nominating committee only after it has been shown by the pastor nominating committee that it has given serious consideration to candidates without regard to race, ethnic origin, sex, age, marital status or physical handicap.