

ADMINISTRATIVE POLICY 2

AA/EEO Policy

The Commission on Ministry is governed by the *Book of Order* and the “Standing Rules of Heartland Presbytery.” The call process for Heartland Presbytery and its member congregations will follow the Affirmative Action Equal Employment Opportunity (“AA/EEO”) policy (F-1.0403).

The Nominating Committee (local congregation) shall confer with the Presbytery’s Commission on Ministry (normally) with an appointed liaison person, as provided in G-2.08.

The following procedure is intended as a guide for implementing the AA/EEO policy.

Opportunity Program:

- A. When a pastor or associate pastor has made the decision to leave his/her local parish, he/she should contact the Commission on Ministry (before he/she suggests the nomination of a Pastor Nominating Committee to the session) so that the representatives from the Commission on the Ministry can meet with the session soon after the pulpit has been declared vacant.
- B. In the meeting with the session, the representatives from the Commission on Ministry shall present, along with other information, the Presbytery’s Policy of Equal Employment Opportunity.
- C. At a called congregational meeting, the session shall advise the congregation that the Pastor Nominating Committee will follow the Presbytery’s Equal Employment Opportunity policy. The session may request the presence of a resource person from the Commission on Ministry to assist in the discussion at the congregational meeting.
- D. When the session, congregation and Pastor Nominating Committee signify their intent to follow the Presbytery policy in this regard, the chairperson of the Pastor Nominating Committee shall transmit the AA/EEO Form from the Ministry Information Form to the Moderator of the Commission on Ministry.
- E. No Ministry Information Form shall be approved for transmittal to the Office of Vocations which has not previously been read and approved by the appropriate persons from the Commission on Ministry.

- F. When a session, congregation, and/or Pastor Nominating Committee indicates by not signing the AA/EEO 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 Presbytery policy.
 - b. the session shall appear before the Presbytery to present its reasons.
 - c. the Commission on Ministry may make recommendations to the Presbytery regarding disposition of this matter, and
 - d. the Ministry Information Form to be filed with the Office of Vocations and shall not be approved by the Commission on Ministry until so authorized by the Presbytery.
- G. When the Pastor Nominating Committee has reduced the list of candidates under consideration to fewer than ten, but not less than four, they will meet with the representatives from the Commission on Ministry to discuss next steps. If the representatives from the Commission on Ministry have any questions or concerns on a final choice, such doubt should be voiced at this time and made clear to the Pastor Nominating Committee and reported to the Commission on Ministry.
- H. When a pastor or associate pastor(s) 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 Presbytery's AA/EEO policy concerning the calling and inviting of women and minority persons.
- I. The Pastor Nominating Committee shall submit evidence to the Commission on Ministry through the liaison person that they are abiding by the Affirmative Action Policy through their interview process.

HEARTLAND PRESBYTERY

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY IN MINISTRY

Presbytery _____

To: Moderator, Commission on Ministry

From: _____

(Name of the 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 teaching elder.

2. On _____ (date) the Congregation discussed and took action signifying its intent that the Pastor Nominating Committee will follow the Presbytery’s Affirmative Action/Equal Employment Opportunity policy for “calling” of a teaching elder.

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 teaching elder.

Clerk of Session

Date

Moderator of Session

Date

Moderator, Pastor Nominating Committee

Date