**Committee on Ministry: EEO/AA Guidelines**

1. The denomination’s EEO/AA policy shall be discussed and Presbytery’s particular policies shall be reviewed with the PNC at the beginning of its work and whenever necessary while the PNC is doing its work. The Presbyterian Church (U.S.A.) is an equal opportunity employer. “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 on race, ethnic group, gender, age, or disability; and to correct any existing patterns of discrimination.” (from the “Church-wide Equal Opportunity Plan”) The Committee on Ministry of a Presbytery is responsible to “provide for the implementation of equal employment opportunity for ministers and candidates without regard to race, ethnic origin, gender, age, marital status, or disability. In the case of each call, it shall report to the Presbytery the steps in this implementation taken by the calling group.”

2. Consistent with the policy of our denomination, PNCs are to consider applicants for pastoral vacancies without regard to race, ethnic origin, age, sexual orientation, marital status, gender or disability.

3. PNCs are required by the Presbytery to give a serious interview, i.e., an interview in the church’s community by the entire PNC, to at least two different candidates from at least two of the following categories: women, race, ethnic origin, over 50 years of age, marital status, and those with a disability.

4. The EEO/AA Policy of the Presbytery will be reviewed with the PNC by the COM at the beginning of the PNC’s work. The review will be done by the Presbytery liaison or a person especially appointed by the COM to do the EEO/AA policy review with PNCs. PNCs are also encouraged to consider persons who are qualifiable—that is those who do not possess all of the qualifications for the position, but who with additional experience and/or training would be qualified. There may also be candidates with comparable life experience, who have not had pastoral experience, who would also be qualifiable.

5. The EEO/AA Policy of the Presbytery should be discussed and fully understood by the PNC at the beginning of its work. The PNC shall keep the Committee on Ministry informed of its progress in fulfilling EEO/AA requirements by using the EEO/AA report form.