

STEPS FOR IMPLEMENTATION OF EEO POLICY

1. The COM will meet with the Session of a congregation to present the Equal Employment Opportunity Guidelines and to discuss the equal employment opportunity steps with which they will be asked to comply. (See Appendix F-1, EEO Report Form I)
2. At the time of the congregational meeting for the election of a Pastor Nominating Committee (PNC), there will be a presentation by the COM representative of the equal employment opportunity steps with which they will be asked to comply. (See Appendix F-1, EEO Report Form I)
3. At its first meeting, the PNC will discuss the meaning and procedure for being an equal opportunity employer, and take action as a committee to abide by the same. At that meeting, a representative from the COM will present background and educational materials on Equal Employment for the benefit of the PNC. (See Appendix F-1, EEO Report Form I)
4. During the deliberations of the PNC, the COM representative assigned to the PNC shall monitor the procedures to ensure that the committee is considering candidates without regard to age, sex, ethnic origin or physical handicap and to ensure that the Equal Employment Opportunity guidelines are being observed.
5. When the PNC has decided on a candidate, the COM will request a statement from the PNC as to how EEO has been implemented in their decision-making process. As a part of that statement, a brief report will be requested on the number of dossiers reviewed and the number of candidates interviewed. (See Appendix F-2, EEO Report Form II)
6. The COM shall certify in the process of all calls that the Equal Employment Opportunity guidelines have been followed or provide information to the Presbytery when the guidelines have not been followed.