

Addendum A

THE PLAN FOR EQUAL EMPLOYMENT OPPORTUNITY The Presbytery of Geneva

Preface

In determining its own witness to the world and its service to humanity, the Church of Jesus Christ is bound by the Gospel mandate to "announce good news to the poor, to proclaim release for prisoners and recovery of sight for the blind, to let the broken victims go free, to proclaim the year of the Lord's favor." Thus it sounds the note of liberation, reconciliation, and healing, and calls all persons to the more abundant life in Christ.

In the modern world such a mission has many implications, one of which is the removal of discriminatory practices that deny individuals the opportunity to achieve their highest employment potential. Therefore, it is the policy of the Presbytery of Geneva to provide equal opportunity in employment and upward mobility for all qualified and qualifiable affiliation, color, national origin, sex, age, or marital status, and to promote the full realization of equal employment opportunity through a positive and continuing program of affirmative action.

Affirmative action is the execution of a set of specific and result-oriented procedures designed to eliminate both conscious and unconscious discriminatory employment practices in order to ensure equal employment opportunity and to compensate for any past discrimination. Affirmative Action entails going beyond the mere prohibition of conscious discrimination, to ensure that seemingly neutral recruiting, training, hiring, and promotion practices do not operate to the disadvantage of racial minorities and women. The focus, then of Affirmative Action is to get at "systemic change" which would affect the total personnel system.

The above statements reflect directions, pronouncements, and policy of General Assemblies and what is now incorporated in the Book of Order (G-13.0201,b).

Policy

It is the policy of the General Assembly, the Synod of the Northeast, and the Presbytery of Geneva of the Presbyterian Church (USA) not to discriminate in employment. Such policy includes, but is not limited to the following:

1. The Presbytery of Geneva will recruit, hire, call, train, and promote all persons in all job classifications without regard to race, color, national origin, sex, age, marital status, religious affiliation (except where after careful study, religious affiliation is determined to be a bona fide occupational qualification), physical, mental or medical disability unrelated to the ability to engage in activities involved with the job (including blindness).

2. The Presbytery of Geneva, in line with the above statement, will periodically conduct analysis of all personnel policies and actions and will develop affirmative action programs to ensure equal employment opportunity for exempt and non-exempt personnel.
3. The Presbytery of Geneva will provide equal opportunities in training during employment for its exempt and non-exempt personnel.
4. The Presbytery will ensure that all other personnel actions such as compensation benefits, transfers, leaves of absence, lay-offs, return from lay-offs, education, tuition assistance, and any others will be administered on a non-discriminatory basis.

Implementation/Affirmative Action Program

1. The Presbytery and Church Employed Personnel Committee of the Presbytery of Geneva in consultation with the Vocation Agency of Synod shall ascertain that all personnel guidelines and policies and procedures for implementation of the same are developed in accordance with the policy on Equal Employment Opportunity.
2. The Executive Presbyter shall administer the personnel policies of the Presbytery and its units established by the Presbytery to ensure non-discrimination in employment.
3. Whenever a pastoral vacancy shall occur in one of the churches of the Presbytery, the Committee on Ministry in cooperation with the Committee on Women and the Church shall conduct a training meeting with the Pastor Nominating Committee before any review of personnel dossiers is begun by the committee. The purpose of the session will be to inform the Pastor Nominating Committee concerning the Presbytery, Synod, and General Assembly positions concerning Equal Employment Opportunity as outlined heretofore. The Pastor Nominating Committee will develop its own equal opportunity plans before personnel dossiers may be received by the committee. Pastor Nominating Committees (PNC) are required by the Presbytery to give a serious interview in the church's community by the entire PNC to at least two candidates from among the following affirmative action categories: women, race, ethnic origin, over 50 years of age, single and those with a disability. The Committee on Ministry will not permit the recommendation of a specific candidate to the Presbytery until the COM has been assured that the Pastor Nominating Committee has reviewed the personnel dossiers and interviewed persons from among these categories: women, racial, ethnic origin, over 50 years of age, single, and those with a disability, in the course of their personnel search. (See G-11.0502g)
4. Whenever a church is without the services of a regular pastor, the Committee on Ministry shall urge those sessions to hear clergywomen and ethnic and racial minority clergy persons during that interim period.
5. The Presbytery as purchaser, shall contract or purchase services, supplies, and goods whenever possible only from businesses which have committed themselves to the goal of equal employment opportunity.

6. Wherever possible, the Presbytery shall invest only in businesses or institutions or projects that are committed to the goal of equal employment opportunity.
7. The Presbytery shall require the institutions, agencies and organizations that receive funds from the Presbytery to show evidence of Affirmative Action/Equal Employment Opportunity results.
8. The Equal Employment Opportunity of the Presbytery shall be applicable to the nomination of Presbytery's commissioners to the Synod and the General Assembly and the nomination of persons to represent the Presbytery in the agencies and units of the Synod and General Assembly.
9. Most of the exempt positions for which the Presbytery will be hiring will require an understanding of Presbyterian polity and mission. If so, the availability of potential candidates will be largely limited to persons within the Presbyterian Church (USA). Normally there are no restrictions on whether persons are clergy or whether they have worked as staff in The Presbyterian Church (USA). This means that the total membership of The Presbyterian Church (USA) must be considered as a labor resource pool from which to draw.
10. For most non-exempt positions in the Presbytery such church membership cannot say to be a bona fide qualification. Therefore, the Presbytery may hire any number of qualified or qualifiable minorities and/or women to fill non-exempt positions with a competitive wage scale, on the job training, and a positive recruiting program.
11. Revisions of the Program may be made by the General Council of the Presbytery, after examination and approval by the Vocation Agency of the Synod, and the Equal Employment Opportunity office of the General Assembly.

Monitoring

Annually, the performance review report of the Executive Presbyter shall indicate the implementation of Presbytery's affirmative action Equal Employment Opportunity program plan for clergy and non-clergy employees of local congregations and shall be given to the Vocation Agency of the Synod of the Northeast.

1. The Executive Presbyter shall monitor the Presbytery's affirmative action Equal Employment Opportunity plan for non-clergy employees of local congregations.
2. The Presbytery and Church-Employed Personnel Committee shall provide that the annual job review of the Presbytery Executive include examination of the fulfillment of Equal Employment Opportunity provisions.