

JOHN KNOX PRESBYTERY

**POLICY FOR EQUAL OPPORTUNITY EMPLOYMENT
(For the Calling of a Teaching Elder in the Presbytery)**

Report Form #1

TO: Chairperson, Committee on Ministry

FROM: _____
(Name of Church)

1. On _____, the session of this congregation discussed and took action signifying its intent that the Pastor Nominating Committee will follow the Presbytery's Equal Opportunity Employment Policy for calling of a pastor (associate pastor, designated pastor) to fulfill the requirements of the Book of Order F-1.0403.
2. On _____, the congregation discussed and took action signifying its intent that the Pastor Nominating Committee will follow the Presbytery's Equal Opportunity Employment Policy for calling of a pastor (associate pastor, designated pastor) to fulfill the requirements of the Book of Order F-1.0403.
3. On _____, the Pastor Nominating Committee discussed and took action signifying its intent to follow the Presbytery's Equal Opportunity Employment Policy for calling of a pastor to fulfill the requirements of the Book of Order F-1.0403.

SIGNED _____
Clerk of Session Moderator of Session

Chairperson of the Pastor Nominating Committee Date

**EQUAL EMPLOYMENT OPPORTUNITY IN MINISTRY
REPORT ON SEARCH PROCESS
Report Form #2**

TO: Moderator, Committee on Ministry, John Knox Presbytery

FROM: _____ (Name of Church)
 _____ (Address of Church)
 _____ (PNC Chair)

DATE: _____

TITLE OF POSITION _____

Number of PIF received _____

	TOTAL	RACIAL/ETHNIC	FEMALE	WITH A DISABILITY
Number of prospects we heard preach				
Number of prospects we interviewed				
Number of persons we offered the position				

Date this position was first advertised _____

Date nominated to the congregation _____

The name of the person nominated to the congregation is _____
 and is Racial/Ethnic _____? Female _____? Has a disability _____?

Comments on Total Employment Process-Recruitment, Screening, Interviews, Employment, etc.

SIGNED: _____ **DATE:** _____
 Chairperson of Pastor Nominating Committee

(Note: This form should be filled out by the Chairperson. Keep a copy for the committee's file and send one to the Committee on Ministry.)

**EQUAL EMPLOYMENT OPPORTUNITY IN MINISTRY
Report Form #2**

ACTION OF COMMITTEE ON MINISTRY:

1. Received report of the Pastor Nominating Committee indicating that it fulfilled requirements of Form of Government, Section G-3.0103.
2. Committee on Ministry's Action: Approved _____ Disapproved _____

Moderator: _____ Date: _____

ACTION OF PRESBYTERY:

1. Received report of Committee on Ministry indicating that the Pastor Nominating Committee fulfilled requirements of Form of Government, Sections G-3.0103, G-3.0307.
Yes _____ No _____
2. Presbytery's Action: Approved _____ Disapproved _____

Stated Clerk: _____ Date: _____