

SUGGESTED PLAN FOR INCLUSIVITY

A Pastor Nominating Committee in a Presbyterian Church (U.S.A.) congregation must be committed to equal employment opportunity for ministers and candidates without regards to race, sex, age, or marital status. PNCs should therefore design a process for considering applicants without initial regard to race, ethnic origin, sex, age, or marital status.

The following steps may be taken by the PNC to insure that its candidate review process is open and inclusive:

- a) A designated member (usually, but not necessarily, the clerk) of the Pastor Nominating Committee shall
 - receive each PIF, assign it a number, and photocopy it
 - store the original PIF for later use
 - on the copy, black out or otherwise delete the name and obviously identifying information from the form
 - make copies of the “blackout” form for circulation to the committee.
- b. Each PIF is then read and scored by each member of the PNC according to a mutually agreeable scoring system. This initial review is done using the “blackout” form and without regard to sex, race, ethnic origin, age, or marital status.
- c. Once the initial review of all PIFs is finished and those candidates selected whom the PNC wishes to consider further, the “blackout” forms can be disposed (preferably by shredding) and the PNC should use the full, unedited PIFs stored by the clerk from step “a” above.
- d. The clerk should keep a record of how many PIFs were received, and how many were from women or ethnic minority candidates. The clerk should also keep records of how many women and ethnic minority candidates were interviewed in subsequent stages of the search process, by telephone, visit, or invitation to the church. The clerk will need to report this information to the presbytery when the search process is complete.