

# EQUAL OPPORTUNITIES POLICY

(Taken from BU leaflet C12 Employment , see website [www.baptist.org.uk](http://www.baptist.org.uk))

## 1. Statement of Equal Opportunities Employment Policy

The Church is committed to the promotion of equality of opportunity in all fields of its activity in accordance with this Policy Statement.

## 2 Definitions

2.1 'Personal Status' refers to sex, colour, race, nationality or ethnic or national origins, marital status, disability, age or religious belief.

2.2 'Discrimination' is where a person is treated less favourably than another not on the merits of the case but on grounds of 'Personal Status'

## 3 The Church's Policy Statement

The Church is an equal opportunities employer and will seek to ensure that:

3.1 every applicant for a job and every employee shall be given equal opportunity whatever their Personal Status except in relation to religious belief where being a Christian or complying with a requirement related to religious belief is a genuine occupational requirement having regard to the ethos of the Church and the nature of the employment or the context in which it is carried out;

3.2 persons already employed will be made aware of the provisions of this policy;

3.3 the application of any recruitment, training and promotion policies will be solely on the basis of job requirements and the individual's ability and fitness for that work;

3.4 all persons responsible for the selection, management and promotion of employees will be given information and/or training to enable them to minimise the risk of discrimination;

3.5 appropriate training will be provided to enable employees to perform their jobs effectively;

3.6 encouragement is given to all employees to take advantage of opportunities for training;

3.7 age limits for entry to training are not such as unnecessarily to exclude certain groups of employees;

3.8 recruitment, literature and advertisements will not imply that there is a preference for one group of applicants as against another unless there is a genuine occupational requirement which will be clearly stated;

3.9 the most effective ways will be employed to bring job vacancies to the attention of potentially disadvantaged groups;

3.10 applicants for posts will be given clear, accurate and sufficient information through advertisement, job descriptions and interviews, to enable them to assess their own suitability for a post;

3.11 employment policies and procedures are kept under review, in appropriate cases by formal monitoring routines, to ensure that they do not operate against the church's Policy Statement;

3.12 where it appears that the church's Policy Statement is not being observed the circumstances will be investigated to see if there are any policies or criteria which exclude or discourage employees and, if so, whether these policies and criteria are justifiable;

3.13 appropriate action is taken where necessary to redress the effects of any action, policy or criteria which are found to have unjustifiably limited the observance of the church's Policy Statement;

3.14 particular care is taken to deal with any complaints of unlawful discrimination and harassment on the grounds of sex, race or disability, religion/belief or sexual orientation;

3.15 a criminal record is not in itself a bar to being appointed to any post. Only relevant offences will be taken into account when appointing to a post where a Criminal Records Bureau check is required.

**NOTE: Churches may want to consider whether for any particular post the regulations excluding religious organisations from the normal requirements in relation to sexual orientation are to be applied.**

# EQUAL OPPORTUNITIES CODE OF PRACTICE

## Serving People

1. No person joining the activities of Emsworth Baptist Church will be treated less favourably than any other person on the grounds of sex, colour, race, nationality or ethnic or national origins, marital status, disability, age or religious belief. Religious discrimination will be limited to our policies for employment of some paid employees and recruitment of volunteers as outlined below. In all other respects people of all faiths and no faith will not be treated any less favourably than any other person.
2. EBC encourages participation and membership in its groups and projects.
3. Group leaders are encouraged to involve members in decision making.
4. EBC encourages the young people in its programmes to take responsibility for those programmes and offers training where appropriate.

## Employment

EBC will seek to recruit paid staff as follows :

- Some roles carry with them a Genuine Occupational Requirement for an employee to be a professing, actively worshipping Christian who desires and is committed to live according to the EBC Statement of Belief . These positions are currently for leadership of the church and its main ministries. These roles are currently as follows :

The Pastor  
The Associate or Assistant Pastor  
Youth Worker

This list will be revised annually .

In these cases the leadership role makes it necessary for the employee to promote the Mission of the church and in particular the Purpose Statement and any specific objectives which arise from that statement, as agreed at the quarterly church meetings.

In the case of employment of a Pastor EBC follows the Baptist Union standard procedure for settlement of a Pastor.

Within these leadership roles no further discrimination will be made according to an applicants' age, social background, gender or sexual orientation.

- Some roles do not require employees to be Christians and are open to people of all faiths, ages, social backgrounds, gender and sexual orientation.

This list will be revised annually .

In these cases advertisements for the jobs will be made as widely available as possible to the local community of the South East of England through the press and nationally via the internet .

## Membership

EBC produces clear information outlining the opportunities for membership and leadership in the Church Handbook , which also includes the Equal Opportunities Policy.

This Equal Opportunities Code of Practice will be reviewed annually by the Leadership Team of the church and formally adopted by the Church Members Meeting.