



EPISCOPAL CHURCH IN CONNECTICUT

PARTICIPATING IN GOD'S MISSION

EXHIBIT A: Hiring Process for ECCT Staff Positions

Adopted on an interim basis by Mission Council, March 1, 2025

- The applicants will be asked to complete a voluntary data survey as a part of scheduling the screening interview.
 - The survey would be an online form that reiterates that it is entirely voluntary and asks the applicant to self-identify their racial and ethnic background.
 - The survey responses would be kept completely separate from any application materials (which are emailed to the ECCT Director of Human Resources).
- Once the list of finalists is identified, the Director of HR will be given access to the data in order to analyze it based on the following parameters:
 - Five or fewer applicants interviewed: no analysis needed; no exception from Mission Council needed if resolution requirements not met.
 - Six to ten applicants interviewed: If 20% or more of the respondents to the survey identify as a person of color then the resolution applies.
 - 11 or more applicants interviewed: If 25% or more of the respondents to the survey identify as a person of color then the resolution applies.
- If the resolution applies and the list of identified finalists appears to not to meet the requirements the following actions should be taken:
 - A summary of candidates interviewed (with names removed) including a brief summary of the interview and why the candidate was or was not considered to be a finalist should be submitted to the convenor of the Mission Council Hiring Committee (MCHC) by the Director of HR.
 - Within 3 business days, the Convener of MCHC will gather the MCHC for a meeting or solicits votes via email as to which of the following options should be pursued:
 - Grant a waiver from the requirements of the resolution;
 - Request a conversation with the hiring manager(s) about the ability to comply with the resolution; or
 - Request that the application process be reopened.



- The decision of the majority of the MCHC will be communicated to the Director of HR. If the hiring managers disagree with the decision of the committee, the matter can be taken to the full Mission Council.