

DOCUMENTATION CHECK LIST
(to accompany application)

License to Officiate in the Episcopal Diocese of Newark

Revised August 2010

- Application Form
- Résumé
- Background and credit check requested through Randy Johnson
(rjohnson@dioceseofnewark.org)
- Letter of recommendation from priest/vicar where you are worshipping
-or-
- Letter of recommendation and explanation from employer or supervisor where
you are employed/and or where you will be exercising priestly ministry
- Letter from the Bishop of the diocese in which you are canonically resident
stating that you are currently a priest in good standing
- If you are a US citizen, provide a copy of documentation. Bring original
document(s) to interview with Bishop. Forms of documentation: Passport **OR**
government issued ID **AND** original or certified copy of birth certificate
- If you are not a US citizen, provide copy of INS Employment Verification.
Bring original documents to interview with Bishop.
- Documentation of completion of approved module of Anti-Racism training - or
plan for taking this training
- Documentation for completion of or approved module of training re: Child
Sexual Abuse. Contact Kitty Kawecki at kkawecki@dioceseofnewark.org.
- Documentation for completion of approved module of training re: Prevention of
Adult Sexual Misconduct. Contact Kitty Kawecki at
kkawecki@dioceseofnewark.org.
- Personal interview with the Bishop is scheduled.
- Plan for participation in diocesan life. (This may be completed after an
interview with the Bishop.)
- Background and credit check fees paid.