

## **Information for clergy seeking to be licensed to officiate (LTO) by the Diocese of Newark**

We welcome you to the Diocese of Newark and hope that your time in our midst will give opportunity for ministry and companionship. Licensing to officiate is done annually. We will need some information and documentation in order to approve your request. If you have any questions, please call the Bishop's office at 973-430-9976.

Canonical requirement for licensing: *No priest shall preach, minister the sacraments, or hold any public service, within the limits of a Diocese other than the diocese in which the Priest is canonically resident for more than two months without a license from the Ecclesiastical Authority of the Diocese in which the Priest desires to officiate. No Priest shall be denied such a license on account of the Priest's race, color, ethnic origin, sex, national origin, marital status, sexual orientation, disabilities, or age, except as otherwise provided in the canons. Upon expiration or withdrawal of a license, a priest shall cease immediately to officiate.* [Constitution & Canons, 2006: III.9.6 (a)]

It is not necessary to be licensed to perform occasional sacramental or official acts, i.e. marriage, baptism, burial, guest preacher, or "visiting celebrant" provided you have the written permission of the rector of the congregation in which the service is being performed.

To be licensed, an application, necessary documentation, and a check list for tracking documentation are required. These should be sent to the Bishop's office in advance of a personal interview as indicated on the application.

### **Requirements:**

1. A personal interview with Bishop Hughes or Canon Wright should be scheduled after documentation of requirements is complete. Send written application and documentation to the Bishop in advance of your appointment.
2. A letter must be presented from the bishop of the diocese in which you are canonically resident stating that you are currently a priest in good standing.
3. You must be residing within the geographical boundaries of this diocese or within a reasonable commuting distance.
4. If you are employed in a non-parochial ministry, you must have a letter of recommendation from your employer or supervisor describing your ministry.
5. Unless you are in a non-parochial ministry setting, you must be worshipping regularly in and pledging to a congregation, and provide a letter from the rector or vicar to that effect.
6. You must indicate how you will exercise a sacramental ministry in this diocese.
7. You must be willing to serve at the option of the diocese either as a supply cleric or on a committee of this diocese.

8. No later than six months from the time of licensing you must have completed an approved training on
  - a. “Prevention of Adult Sexual Misconduct”
  - b. “Child Sexual Abuse Awareness”
    - i. This training is accomplished through the Safe Church, Safe Communities online training. Details are found at <https://dioceseofnewark.org/safe-church-safe-communities-training>
  - c. Anti-racism training (unless a certificate of training from another diocese is provided)

*All trainings must have been taken within five (5) years of the date of your application.* Contact Randy Johnson at [rjohnson@dioceseofnewark.org](mailto:rjohnson@dioceseofnewark.org) if you have any questions.
9. You must agree to abide by the expectations listed on our web site as Responsibilities of a Priest. <https://dioceseofnewark.org/bishop-office/responsibilities-priest-diocese-newark>.
10. A background and credit check will be required at your expense or that of the parish you are called to serve. This can be arranged through the Bishop’s office at [rjohnson@dioceseofnewark.org](mailto:rjohnson@dioceseofnewark.org).

**A note about Background Check fees**

Two types of background checks will be requested.

- “Referencing” (usually \$155)
- “Public Records” (usually \$110 but this amount can vary, depending on the no. of states and counties you have lived in)

*Depending upon billing cycles, you may receive two invoices.*

11. You must provide a copy of your current Ministry Portfolio from the Office for Transition Ministry.
12. You must provide a copy of documentation of U.S. citizenship or INS Employment Verification.
13. You understand the policy of this Diocese that in most circumstances, an Interim Priest shall not be eligible as a candidate for Rector. However, where appropriate, and with the express consent of the Bishop, an Interim Priest may be considered as a candidate.
14. Your application for a license will indicate your agreement to the above terms and conditions and your understanding that the retention of any license issued will be dependent on your continuing compliance with them. **All licenses are issued for a term of one year.**