

DOCUMENTATION CHECK LIST
(to accompany application)

License to Officiate in the Episcopal Diocese of Newark

Revised November 2024

- ☐ Application Form
- ☐ Résumé
- ☐ Background and credit check requested through Randy Johnson
(rjohnson@dioceseofnewark.org)
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☐ 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
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☐ If you are a US citizen, provide a copy of documentation. Bring original
document(s) to interview with Bishop/Canon. Forms of documentation: Passport
OR government issued ID **AND** original or certified copy of birth certificate
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☐ If you are not a US citizen, provide copy of INS Employment Verification.
Bring original documents to interview with Bishop/Canon.
- ☐ Documentation of completion of approved module of Anti-Racism training
within the past 5 years - **or** plan for taking this training.
- ☐ Documentation for completion of approved module of Anti-Sexism training
within the past 5 years - **or** plan for taking this training.
- ☐ Documentation of completion of Safe Church, Safe Communities training within
the past 5 years. Contact Randy Johnson.
- ☐ Personal interview with the Bishop or Canon to the Ordinary is scheduled.
- ☐ Plan for participation in diocesan life. (This may be completed after an
interview with the Bishop/Canon.)
- ☐ Background and credit check fees paid.
- ☐ OTM Portfolio

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.