

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 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.

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.**

THE LICENSING, CALLING AND APPOINTMENT OF CLERGY FROM OUTSIDE THE UNITED STATES

EPISCOPAL DIOCESE OF NEWARK

June 2019

INTRODUCTION

The licensing and/or appointment (and in some instances, the calling) of clergy who are not United States citizens and who are not ordained in or canonically resident in any diocese of the Episcopal Church of the United States is complicated. Several significant issues must be addressed: among them, immigration status, canonical residence, knowledge of Episcopal polity and canons, and the clergy licensing requirements of the Diocese of Newark.

IMMIGRATION ISSUES

All clergy from outside the United States (i.e., those who are not United States citizens) who seek to be licensed to officiate or to attain canonical residence in this Diocese must be prepared to furnish the documents required by the Immigration & Naturalization Service for Employment Eligibility Verification. **It is the responsibility of the congregation to complete according to its requirements, an I-9 form as part of the hiring process.**

Clergy from outside the United States may qualify for employment if they are in the country pursuant to a student visa or religious worker's visa. F-1 visas (graduate studies) and M-1 visas (vocational and professional school studies) are granted to foreign students in order to pursue educational studies in the United States. Persons on an F-1 or M-1 visa are entitled to remain in the U.S. as long as they are a full time student. If previously ordained, the clergy may apply to the Diocese for a license to officiate as priest during his/her period of study in this Diocese.

For those foreign ordained clergy without a student visa who wish to be employed in the United States, he or she must have a Religious Worker's visa (R-1). The clergy person must have a position offered before he/she can receive an R-1 visa. Such visas expire and must be renewed. The initial application and renewal process is complicated and costly. It is strongly recommended that clergy consult with an immigration lawyer, particularly since the requirements and processes have become much more restrictive since September 11, 2001. **No clergy will be received, licensed to celebrate ministry, or granted canonical residence without first verifying that their immigration status permits them to be employed in the United States.**

CANONICAL ISSUES

Any priest who comes into the Episcopal Church from another church in the Anglican Communion must fulfill all the requirements of the national church canons (see Title III, Canon 10, Constitution & Canons of the Episcopal Church).

License to Officiate

In order to receive a license to officiate, the clergy person must present a certificate of recent date (“letter of good standing”), signed by the Ecclesiastical Authority of the diocese in which he/she is canonically resident stating that the clergy person’s letters of Holy Orders and other credentials are valid and authentic. **The letter of good standing must be issued by a Bishop that is in communion with the Episcopal Church, and whose authority is acknowledged by the Episcopal Church.** The letter of good standing must testify that the clergy person has exhibited to the Ecclesiastical Authority satisfactory evidence of “moral and godly character” and of “theological qualifications”. In addition, a letter from the rector or vicar of the congregation in the Diocese of Newark with whom the clergy will be affiliated is also required.

Clergy Called to take Charge of a Congregation or Desiring Canonical Residence in the Diocese

Before being permitted to take charge of any congregation, or becoming canonically resident in this Diocese, the national canons require that the Ecclesiastical Authority (here, the Bishop Diocesan) receive Letters Dimissory or their equivalent from the bishop with whose diocese the clergy person was last connected. The Letters or credentials must be delivered within six (6) months from the date that they were issued.

Before receiving the clergy person, the Bishop of Newark will require a promise in writing from him/her to submit in all things to the Discipline of the Episcopal Church and to the declaration required in Article VIII of the Constitution of the Episcopal Church:

I do believe the Holy Scriptures of the Old and New Testaments to be the Word of God, and to contain all things necessary to salvation; and I do solemnly engage to conform to the Doctrine, Discipline, and Worship of the Episcopal Church.

The canons also require that the Bishop of Newark and at least one Presbyter examine the person as to his/her knowledge of the history of the Episcopal Church, its worship and government and be satisfied of the clergy person’s theological qualifications.

Also required by the canons is the successful completion of the physical, psychological and psychiatric evaluations. The cost of these evaluations is to be paid by the member of the clergy or the congregation in which he/she will be employed.

Meeting all requirements set forth above (including the associated expenses) are the sole responsibility of the clergy person making application in this Diocese, and there is no guarantee that an applicant will be granted a license to officiate or canonical residence. The final decision rests in all such matters with the Bishop Diocesan.

CLERGY APPOINTMENTS AND CALLING OF CLERGY

Clergy Appointments

Any clergy from outside the United States who is not canonically resident in the Diocese of Newark and who wishes to be considered for appointment by the Bishop in appropriate situations must also submit a Office for Transition Ministries (national church) portfolio, a current resume, and a completed application for Clergy License to Officiate (Diocese of Newark) to the Bishop's Office. Prior to appointment, the candidate will be interviewed by the Canon to the Ordinary and the Bishop of the Diocese, as well as the vestry and wardens of the congregation to which the clergy is to be appointed. **Neither the submission of an application by the clergy nor his/her consideration for any clerical vacancy is a guarantee of employment. The final decision as to all clergy appointments rests with the Bishop Diocesan.**

Calling of Clergy

Any clergy from outside the United States who is not yet canonically resident in the Diocese of Newark, and who wishes to be considered by a congregation for hire as rector is subject to all Diocesan policies and procedures clergy/congregation transitions in addition to satisfying the requirements for canonical residency set forth in this policy document. Congregations who wish to call as rector, priest-in-charge, interim ministry clergy, curate or assisting clergy someone from outside the United States should familiarize themselves with the requirements for establishing canonical residency in this Diocese.

ADDITIONAL REQUIREMENTS

Background Check

A background check performed by Oxford Document Management, Inc. is required of all clergy seeking license to officiate or canonical residence in the Diocese of Newark. All fees charged in connection with the background check are to be paid by the clergy. Forms are available from Randy Johnson, Administrator for Diocesan Ministries.

Safe Church Training

All clergy desiring license to officiate or canonical residency must submit proof of having completed six (6) hours of Safe Church Training. Workshops are offered periodically by the Diocese. Clergy who have not had training in the last four (4) years are required to take or re-take both the child and adult trainings. Completion of Safe Church Training is required before a license to officiate or canonical residence will be granted.

Anti-Racism Dialogue

Completion of anti-racism dialogue is required by the Diocese of Newark. Clergy should contact Randy Johnson, Administrator for Diocesan Ministries, for information and certification requirements. Anti-Racism training is offered periodically by the Diocese.

PARTICIPATION IN THE LIFE OF THE DIOCESE

The Bishop of the Diocese of Newark encourages all clergy to participate in the life of this Diocese through his/her involvement with the work and activities of a parish, district, Episcopal-affiliated institution, or the diocese. At a minimum, all clergy are required to attend each annual and special meeting of the Diocesan Convention, Clergy Days, and Clergy Conference each year. In addition, some clergy (usually those serving by Bishop's appointment) may be required to submit periodic reports of the ministry and activities of the parish or mission in which they serve.

GAJ 6/12/2019

DOCUMENTATION CHECK LIST
(to accompany application)

License to Officiate in the Episcopal Diocese of Newark

Revised September 2019

- 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/Canon. 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/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 training re: Child Sexual Abuse Awareness within the past 5 years. Contact Randy Johnson.

- Documentation for completion of approved module of training re: Prevention of Adult Sexual Misconduct 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.

APPLICATION FORM

License to Officiate in the Episcopal Diocese of Newark

Application Date:

Name:

Address:

Phone Number (home):
(mobile):

Email:

Date of Birth (mm/dd/yyyy):

Where are you canonically resident?

Who is the Bishop of your diocese?

When and where were you ordained?

As Deacon

Date:

Location:

As Priest

Date:

Location:

Are you retired?

If yes, please list your date of retirement.

How long have you lived in the Diocese of Newark?

Have you previously functioned as a priest in this diocese?

Describe your ministry here and give the time frames.

Where do you worship?

Are you willing to serve as a supply priest?

Are you willing to serve on diocesan committees and commissions?

What are your interests and gifts in ordained ministry?

Mail this application with all required documentation to:

Randy Johnson, Administrator for Diocesan Ministries, 31 Mulberry Street Newark, NJ 07102

Revised September 2019

RENEWAL FORM

License to Officiate in the Episcopal Diocese of Newark

Name:

Address:

Phone Number (home):

Phone Number (mobile):

Email:

Has your canonical residence changed in the last year?

If so, please explain.

How and when have you exercised your ministry and participated in this diocese during the last year?

Have you completed any of the required training since last year?

- Safe Church, Safe Communities (*formerly called Safeguarding God's Children/People*)
- Anti-racism
- Anti-sexism

Include certification of completion with this application.

Mail or email the following:

1. The completed renewal form
2. A copy of your most recent annual report to your diocesan bishop
3. Documentation of training (*if applicable*)

to; Randy Johnson,
Administrator for Diocesan Ministries
Episcopal House
31 Mulberry Street
Newark, NJ 07102
rjohnson@dioceseofnewark.org