

DOCUMENTATION CHECK LIST
(to accompany application)

License to Officiate in the Episcopal Diocese of Newark

Revised July 2008

- Application Form
- Résumé
- Background and credit check requested through Patty Leonard
(pleonard@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 to
interview with Bishop.)
- 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.