The Episcopal Church in South Carolina

PO Box 20485

Charleston, SC 29413

APPLICATION FOR LICENSE TO OFFICIATE
FOR SERVICE IN THE EPISCOPAL CHURCH IN SOUTH CAROLINA
2017

Name:

Street Address:

City: _____ State: _____ Zip: _____

Home phone: _____ Work: _____ Cell: _____

Email:

Date Ordained: Priest: _____   Deacon: _____

Canonical Diocese: _____   Bishop: _____

Date of Birth: _____

REQUIREMENTS:

Background Check (check one)

_____   I need to have a background check performed. Checks are conducted by The Oxford Document Management Company, and cost at least $175, for which I am responsible, and the diocese will pay any additional amount. I have attached a check to this form.

_____   I have requested that my canonical diocese send a current (within two years) Oxford background check, or a comparable detailed check, to you. I recognize that a more recent SLED check through Protect My Ministry will also be required, and that cost will be $10, for which I am responsible.

Letter of Good Standing.   Please have the Diocesan Office where you are canonically resident send us a letter (email/USPS) from your Bishop, affirming that you are a clergy member in good standing in the diocese. Can be emailed to lkinard@episcopalchurchsc.org or
mailed to: The Episcopal Church in South Carolina
         PO Box 20485
         Charleston, SC 29413

Anti-Racism Training.   Please share the date and certificates (if applicable) of your most recent anti-racism training.   If you have not had this training, please contact the diocesan office for options on how to complete this requirement.

Sexual Misconduct Prevention and Harassment Training

Documentation of completion of sexual misconduct prevention training courses must be provided.

Courses should be current within the past 2 years. Required Safeguarding Online Courses are:
- It Happened To Me
- Meet Sam
- Keeping your Church Safe
- Safeguarding God's People: Preventing Sexual Exploitation in Communities of Faith – For Congregations
- Safeguarding God's People: Preventing Sexual Exploitation in Communities of Faith – For Ministries
- TEC in SC Policies

These two harassment modules are new to all, and are required by everyone.
- Safeguarding God's People: Preventing Sexual Harassment – For Workers
- Safeguarding God's People: Preventing Sexual Harassment – For Managers and Supervisors

□   Certificates Enclosed (for these required & any additional training certificates)

□   I wish to participate in online training to complete this requirement.   Please visit our website (www.episcopalchurchsc.org), look under Clergy Resources.

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✝ For supply/interim work, I am willing to travel approximately ___miles

✝ Do you have training for interim work? _____YES   _____ NO
Please list interim experience _____
_____

_____   _____
Signature   Date

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Office Use Only:

Background Check   □   *Date performed:*

Safeguarding Online Training   □   *Date completed:*   *Date to Renew:*

Letter of Good Standing □
License Issued: *Date of Issue:*
Letter mailed: *Date of Expiration:*