**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](mailto: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 ([28TUwww.episcopalchurchsc.org](http://www.episcopalchurchsc.org)U28T), look under Clergy Resources.

 For supply/interim work, I am willing to travel approximately \_ miles

Do you have training for interim work? \_\_\_\_\_YES \_\_\_\_\_\_\_ NO

Please list interim experience \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature Date

*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:*