

Clergy Appointment Process Checklist

Nomination for Licence/Permission to Officiate

Nominated by:

Nomination: Received by: on

Nominated Ministry:

Nomination Type (select): General Licence / Permission to Officiate (per Bishop)

Nominee Details

Nominee:

Home Address:

Date of Birth:

Next of Kin/Contact:

Driver’s Licence No.:

Email Contact:

Phone/Mobile Number:

Appointment Process for Stipendiary Licensed Cleric

Role Advertised: Advertised in: on

Role Interview: Conducted by: on

Appointment Letter: Received by: on

Evidence Required for Permission-to-Officiate/Licensing

Letters of Orders: Received by: on

Test. Ref./good standing: Received by: on

Safe Ministry Check: Approved by: on

Date SM Workshop: Attended/to be attended

Oaths & Declarations: Received by: on

Evidence for Ordinands only

Baptism/Confirm Cert: Received by: on

Si Quis issued: Issued by: on at

Ministry Biography: Received by: on

Psych/Medical Test: Approved by: on

Examining Report: Approved by: on

<u>Package of Documents given:</u>		Leave Form
Faithfulness in Service	<u>Registrar/EA Actions:</u>	
Administration Circular	Long Service Leave List
Expectations of Clergy	Workers’ Compensation List
Diocesan Strategic Plan	Professional Indemnity List
Legislation Handbook	Group Stipendary Insurance (if appl.)
Current Year Book	Year Book Addition
Prayer Diary	National Clergy List
Eucharist Timetable	Email Distribution Lists
Parish/Ministry Profiles	Order of Service (if appl.)	

Marriage Celebrant reqd? Y/N Applied for: Received on:

Licence Sealed Signed Date:

Licence Registered Date: Delivered: