



The Episcopal Diocese of
LOUISIANA

New Clergy Onboarding Checklist

Welcome to the Episcopal Diocese of Louisiana! This checklist will help you complete the administrative, communication, and diocesan tasks needed as you begin your new ministry.

Contact Jessica Lee, Bishop's Executive Assistant:

jlee@edola.org or (504) 895-6634

Jessica will help coordinate your diocesan onboarding and answer administrative questions.

Personal Details and Contact Information

Your Preferred Name _____

Church _____

Job Title _____ Start Date _____ Birthday _____

Work Email Address _____

Personal Email _____

Cell Phone _____ Canonical Residence _____

Home Address _____

Canonical Residence _____

Spouse _____

Spouse's Cell Phone _____ Spouse's Email Address _____

Emergency Contact _____

Cell Phone Number _____ Email Address _____

Church Pension Group (CPG)

Complete the [Church Pension Group \(CPG\) New Assignment Notice](#) form for pension enrollment and benefits.

Payroll & Benefits Enrollment

Confirm that your congregation has completed the following:

Payroll

- Added you to the parish payroll system
- Established direct deposit (if applicable)
- Completed tax withholding paperwork (if applicable)

Benefits

- Group Health Insurance
- Group Dental Insurance
- Group Dental Insurance
- Employer-Provided Group Life Insurance
- Short-Term Disability
- Long-Term Disability
- Clergy Pension Plan
- Episcopal Church Retirement Savings Plan
- Designated beneficiary(ies)

Communications

Contact Nicole Eiden, Director of Communications + Marketing
neiden@edola.org

Your information will be added, as appropriate, to the following:

EDOLA News newsletter

Clergy email lists

edola.org clergy directory

Internal clergy directory

Clearstream (EDOLA's Emergency Notification Service)

Deanery Communication

Contact your Dean

Confirm that you are receiving:

Deanery monthly communications
Deanery meeting invitations

Deans

Baton Rouge:

The Very Rev. Chris Duncan (St. James, Baton Rouge)
cduncan@stjamesbr.org

Jefferson:

The Very Rev. Fred Devall (St. Martin's, Metairie)
rector@stmepiscopal.com

New Orleans:

The Very Rev. David duPlantier (Christ Church Cathedral, New Orleans) cccdean@aol.com

Northshore:

The Very Rev. Seth Donald (Christ Episcopal, Mandeville)
rector@christchurchcovington.com

Southwest:

The Very Rev. Holly Burris (St. John's St. John's, Thibodaux)
hburris2272@gmail.com

Safe Church Requirements

Complete all required Safe Church training and background check requirements.

[Safe Church training link](#)

If you have questions, contact Lauren Dunn at ldunn@edola.org.

Episcopal Diocese of Louisiana Events

Schedule your Celebration of New Ministry service

Contact Jessica Lee, Bishop's Executive Assistant, at jlee@edola.org to schedule. Jessica coordinates Bishop Duckworth's calendar and will assist in arranging the service.

Add Important Diocesan Dates to Your Calendar

Clergy Day
Clergy Conference
Annual Convention
Deanery meetings