



Convocation of Anglicans in North America Missionary Diocese of CANA West

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The Rt. Rev'd Dr. Felix C. Orji, Bishop

Diocesan Policy Concerning Employment and U.S. Immigration Laws

(March 1, 2017)

We do not want to hinder good clergy and lay workers from abroad from working in and benefitting our diocese. But all such employment must be undertaken legally, and morally in consonance with Christian ethic and the laws of this nation. No priest or parish employee without legal papers (or legal authority) to work in the United States can receive any form of remuneration from our parishes. Neither should they be referenced by name in any parish bulletin as serving in any capacity other than that of an unpaid volunteer.

The law concerning the need for employers to maintain completed I-9 Forms for their employees is as follows ...

“All employers must complete and retain Form I-9, Employment Eligibility Verification, for every person they hire for employment on or after November 6, 1986, in the U.S. as long as the person works for pay or other type of payment.”

This law must be followed in all of our U.S. churches. Employees must require employees to fill out I-9 Forms stating the basis for their eligibility to work in the United States.

Here is additional official information concerning I-9 Forms:

“Form I-9 is used for verifying the identity and employment authorization of individuals hired for employment in the United States. All U.S. employers must ensure proper completion of Form I-9 for each individual they hire for employment in the United States. This includes citizens and non-citizens. Both employees and employers (or authorized representatives of the employer) must complete the form. On the form,

an employee must attest to his or her employment authorization. The employee must also present his or her employer with acceptable documents evidencing identity and employment authorization. The employer must examine the employment eligibility and identity document(s) an employee presents to determine whether the document(s) reasonably appear to be genuine and to relate to the employee and record the document information on the Form I-9. The list of acceptable documents can be found on the last page of the form. Employers must retain Form I-9 for a designated period and make it available for inspection by authorized government officers.”

Please contact our Vice-Chancellor, Sir Solomon Kanu, if you require further assistance with I-9 Forms. His contact information is as follows: Solomon O. Kanu, Esq., Kanu & Associates, PC (W: 602-324-5320).