

Office of the Bishop

Clergy Under License - Requirements for Licensure and Application

Requirements for Licensure of Priests and Transitional Deacons

1. Application for licensing in the Diocese of Virginia should be completed by the deacon/priest and returned to the Bishop's Office.
2. Application should be accompanied by a letter from a rector or vicar in the Diocese of Virginia stating why a license is desirable and recommending the applicant.
3. A letter from the deacon's/priest's canonical bishop should be sent to the Bishop recommending the deacon/priest be licensed in the Diocese of Virginia as well as certifying that the priest is in good standing.
4. Certificates certifying that the deacon/priest has completed the workshops for sexual misconduct prevention for adults and children should be sent to the Bishop's office.
5. An Oxford Document background check should be completed for clergy engaged in supply work, interim work, or long term assistance in a congregation. (Oxford Management Document, Inc. (1-800-801-9114))
- 6.

Note: Clergy applying for licensure must contact Oxford Management Document, Inc., directly to initiate background check.

For questions regarding licensure, contact the Bishop's Office, Diocese of Virginia 1-800-DIOCESE

Complete and send form to Office of the Bishop via:

Email: Kglasco@thediocese.net Fax: 804/644-6928

Mail: Diocese of Virginia, 110 W. Franklin Street, Richmond, VA 23220

Application for Clergy to be Licensed in the Diocese of Virginia

Clergy name

Spouse's name

Home address

Office address

email address

Telephone numbers: (Home) (____)

(Office) (____)

Where are you canonically resident? Diocese of

(Note: If you are canonically resident in Virginia, you do not need to fill out this form.)

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Present position in the Diocese of Virginia (Ministry and present affiliation)

Date of ordination to diaconate and name of ordaining bishop:

Date of ordination to priesthood and name of ordaining bishop:

Licenses are issued for a one year period expiring December 31 of each year and upon request will be renewed for the following year upon submission of Annual Parochial Report.

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