

Office of the Bishop

Non-Parochial Clergy Annual Report to the Bishop

Non-parochial clergy of the Diocese of Virginia are required by canon to report their occasional services to the Bishop on an annual basis. The information obtained is used to keep diocesan records current and to provide data for the diocese's "Parochial Report" to the National Church.

The national canon states, "...Every Bishop, Presbyter, or Deacon whose report is not included in a parochial report shall also report on the exercise of his office, and if there has been none, the causes or reasons which have prevented the same. And these reports, or such parts of them as the Bishop may deem proper, shall be entered in the Journal."

The intent of the above canon is to enable the Bishop to know in which manner the non-parochial clergy exercise their ministry. I would therefore appreciate any comments that you may desire to make concerning the exercise of your office currently, or any other comments that may be appropriate. I would also appreciate your identifying the congregation in which you regularly worship.

Send the annual report to my office as close to December 31 as convenient via email, fax or mail.

ANNUAL REPORT OF OCCASIONAL SERVICES FOR NON-PAROCHIAL CLERGY

Name

Mailing address

E-mail

address:

Telephone numbers: (O) _____ (H)

Occupation

Church where you regularly worship

A. Please indicate the number of services for each item:

	<u>Officiant</u>	<u>Assisted</u>
Holy Communion	_____	_____
Choir Offices	_____	_____
Baptisms	_____	_____
Marriages	_____	_____
Funerals	_____	_____
Other (see "Remarks")	_____	_____

B. The above services were primarily recorded in the service book, and if appropriate, in the parish register of _____ Church, _____, Virginia. If not recorded, please make appropriate comments in the "Remarks" section. *(Note: If you are serving as interim rector/vicar, you do not need to list number of services, only that all services took place in church listed above.)*

C. Other ways in which you are currently exercising your ministry:

D. Remarks:

E. Instead of "C" above, you may attach a short paragraph to this report outlining the nature of your ministry and its relation to the church. If you are secularly employed, please describe that work in "D" above.

Date: _____ Signature:

SUPPLY CLERGY WORK:

If you are interested in serving as a supply clergy in the Diocese of Virginia, please check your preferences for location of supply work:

_____**Charlottesville;** ____**Fredericksburg;** ____**Northern Neck;**
_____**Northern Virginia;** ____**Richmond;** ____**Valley**

List contact information for churches to contact you for supply work:

Telephone numbers:

E-mail address:

Address:

Complete and send forms 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