

The Diocese of Virginia

Requirements for Transfer of Canonical Residence

According to the canons of The Episcopal Church, rectors of churches must be canonically resident in the diocese where they are serving as rector. Other clergy are not required to be canonically resident. With the canonical requirements in mind, the Bishop of Virginia has established the following policies for the transfer of canonical residence:

Rectors and Vicars of churches should apply for canonical residence as soon as they arrive and begin working in the Diocese of Virginia.

Other clergy should apply to be licensed in the Diocese of Virginia within two months of beginning service in the Diocese. They may apply for canonical residence after they have served under license for one full year of full time ministry or two years of part time ministry. Associate or assistant rectors, adjunct clergy, chaplains, deacons or other clergy serving parishes must have a letter of support from their rector or employer (i.e. chaplaincies) stating that the applicant is serving in a permanent position. For the licensing application, please visit the diocesan website at www.thediocese.net.

How to Apply for Canonical Residence in the Diocese of Virginia:

1. Complete the Application for Transfer of Canonical Residence and return it to the Office of the Bishop.
2. Send certificates of completion for the workshops on sexual misconduct prevention for **adults and children** to the Office of the Bishop. If your certificates are more than 10 years old, you will be required to take an on-line refresher course. (If you submitted this info when becoming licensed, and you are still within 10 years of your training, this requirement is deemed to have been met.)
3. Review the **diocesan policy manual on the prevention of sexual misconduct** and complete and return the certification form to the Office of the Bishop. The manual and form can be found at www.thediocese.net →Resources → Church Administration →Sexual Misconduct Prevention. (If you submitted this info when becoming licensed, and you are still within 10 years of your training, this requirement is deemed to have been met.)
4. If a rector or vicar, provide a copy of your letter of agreement. If previously licensed, provide a letter from your rector or employer (i.e. chaplaincy) indicating your position is permanent and supporting your request for canonical transfer.
5. Initiate an Oxford Document background check with the diocese (unless this was completed as part of the search process that issued your call) by sending your full name (with maiden name if that applies) and your current mailing address to Vicky Bickel at vbickel@thediocese.net. Please indicate whether you or your supporting congregation will pay for the background check for licensure. The cost will run approximately \$100.
6. After all other requirements are met, request that your current canonical bishop send a Letter Dimissory to the Bishop of Virginia.

Send requirements to the Office of the Bishop:

Email: bishopsoffice@thediocese.net

Mail: 110 W. Franklin St
Richmond, VA 23220

The Diocese of Virginia

Application for Transferring Canonical Residence to the Diocese of Virginia

Clergy full name and title:

Preferred/Goes by name:

Preferred form of address (Rev., Mthr., Fr., Dr., etc.):

Spouse's name:

Home address:

Name of Church / Non-parochial Employment:

Office address:

Preferred address for diocesan mailings? Home Office

Primary email address:

Home Phone:

Office Phone:

Cell Phone:

Preferred phone number for diocesan staff contact? Home Office Cell

Position/Title:

Start Date:

Date of Birth:

Date of ordination to diaconate:

priesthood:

Transferring from which diocese:

Diocesan office mailing address:

Return this form to the Office of the Bishop

Email: bishopsoffice@thediocese.net

Mail: 110 W. Franklin St

Richmond, VA 23220

Rec'd _____

LD Accept _____

ACS _____

CPG _____