



Diocese of Western North Carolina
Requirements for Licensure of Priests and Deacons

1. Complete the Annual Application and Report Form and return it to the Bishop's office.
2. Contact your canonical bishop and ask him/her to send a letter to the Bishop of Western North Carolina which indicates that you are a priest or deacon in good standing and recommending that you be licensed.
3. Schedule a meeting with the Canon to the Ordinary.
4. Send certificates to the office of the bishop stating that you have completed the workshops for sexual misconduct prevention for adults and children. If your training is over five years old, you are required to renew your certification before licensure. The Policy Manual can be found on the diocesan website.
5. Initiate background check by contacting Secure Search Faith. Have the results of the background check sent to the diocese of Western North Carolina.

Licenses are issued for a one year period expiring December 31st of each year. To maintain your license, you must submit an Annual Application and Report Form, found on the the diocesan website, by January 31 of each year.

For questions, contact Lisa Rettew, Executive Assistant to the Bishop lrettew@diocesewnc.org