



The Episcopal Diocese of Western North Carolina

900B CentrePark Drive, Asheville, NC 28805 | (828)225-6656 | www.diocesewnc.org

Annual Application for License to Serve/Annual Report Form

In the Diocese of Western North Carolina, all licenses to serve must be renewed each year. All applicants must state their intention for seeking a license to serve.

The Constitution and Canons of the Episcopal Church (Canon I.6.2) require that “every Bishop, Presbyter, or Deacon whose report is not included in a parochial report shall also report on the exercise of such office, and if there has been none, the causes or reasons which have prevented the same.” The Diocese of Western North Carolina defines non-parochial clergy as those who are not employed on a stipendiary basis by a congregation within the diocese. A report is also required of noncanonical clergy who request to be licensed to officiate in the Diocese of Western North Carolina. This form also serves as the annual report for those who are re-applying.

PLEASE PRINT

Full Name _____

Name you go by _____

Clergy Order () Deacon () Priest () Bishop

Address _____

Home Phone _____ Cell Phone _____

Canonical Resident of _____ Ordination Anniversary _____

Email (print) _____ Birthdate _____

Signature _____ Date _____

If I am licensed to serve, these are the gifts I bring to ministry in the Diocese of Western North Carolina:

In the past year, I have performed sacramental/ecclesiastical acts not recorded in a parish register (please list the Ecclesiastical Act, the persons involved, dates, church, town). Use additional pages if necessary. If you have not served in the past year, please provide your reason here.

In the next year, I hope to serve in the following capacities:

There are a number of trainings required of licensed clergy to ensure that our Church is safer and more just. **It is a diocesan requirement that these trainings be current within five (5) years.**

| Training/Workshop | Date Completed | Location (Parish/Online) |
|---|----------------|--------------------------|
| Dismantling Racism* | | |
| Safeguarding – Sexual Misconduct Prevention * | | |

*Submit records of completed trainings. If you do not have or cannot get a record of your training please connect with the Bishop’s Executive Assistant, Jess Ives at jess@diocesewnc.org to discern next steps.

For training registration information, contact Augusta Anderson at canonaugusta@diocesewnc.org.

Once you are licensed, do you wish to be included on the Supply Clergy List made available to parishes? YES NO

If yes, please indicate how far from your residence you are willing to drive:

Do you wish to be considered as an Interim Rector? YES NO

Have you had Interim Ministry Training? YES NO

If yes, please provide details (date, place, and sponsoring trainer) of the applicable training.

If no, please provide details of other trainings that prepare you for this specialized ministry.

First-time applicants: In order to be licensed in this diocese, clergy must undergo a background check with results acceptable to the Bishop. This check typically costs \$15 and will be billed to you. A license will not be issued until payment in full is received. Do you give your permission for this background check? YES NO

Please return this form and any certificates to: Jess Ives,
900B Centre Park Drive, Asheville, NC 28805
Phone: 828-225-6656 Fax: 828-225-6657 Email: jess@diocesewnc.org