



Request for Approval  
of Clergy Call to Serve in

The Anglican Diocese of South Carolina

PLEASE TYPE ANSWERS.

Please save and email to

BOTH [jlewis@adosc.org](mailto:jlewis@adosc.org) AND [jharder@adosc.org](mailto:jharder@adosc.org)

Canon 1.3 of The Anglican Diocese of South Carolina states: - *Canonical residence in the Diocese shall be established by Letters Dimissory, provided by a bishop in recognized succession, and received by the Ecclesiastical Authority of this Diocese, or by ordination within this Diocese. No rector or clergy associate may be called to serve in a congregation of this Diocese without the express prior approval of the Ecclesiastical Authority.*

In keeping with the requirements of Canon 1.3, \_\_\_\_\_ Church, a congregation of the Diocese of South Carolina, requests the permission of the Ecclesiastical Authority to call

\_\_\_\_\_ of \_\_\_\_\_  
[Name] [Current Place Ministry] [Diocese]

to serve as the \_\_\_\_\_ at \_\_\_\_\_  
[Title] [Congregation]

A **Letter of Agreement** will be executed, addressing at minimum, compensation, insurance, pension, vacation, travel reimbursement, relocation expenses, continuing education and duties of the position. [A template of such an agreement is available from the Diocesan office upon request.]

Request submitted by: \_\_\_\_\_  
[Printed Name, Title] [Signature] [Date]

Additional information:

Licensing rather than canonical residence to be requested.

Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other considerations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<p><b>Diocesan Office use:</b></p> <p>Permission to call certified _____ [Date]</p> <p>Letter Dimissory received _____ [Date]</p> <p>Background check by Diocese complete _____ [Date]</p> <p>Clergy Pension Enrollment _____ [Date]</p> <p>Health Insurance Enrollment _____ [Date]</p> <p>Payroll Enrollment _____ [Date]</p> <p>Information on Clergy Housing Allowance _____ [Date]</p>
---



# Customary for Approval of Clergy Call to Serve in The Anglican Diocese of South Carolina

March 21, 2023

Canon 1.3 of The Anglican Diocese of South Carolina states: - ***Canonical residence in the Diocese shall be established by Letters Dimissory, provided by a bishop in recognized succession, and received by the Ecclesiastical Authority of this Diocese, or by ordination within this Diocese. No rector or clergy associate may be called to serve in a congregation of this Diocese without the express prior approval of the Ecclesiastical Authority.***

The following is the customary procedure for approval of the call of new clergy to serve in the Diocese of South Carolina:

1. Final candidates in the discernment process of a call (rector or associate) should plan to meet with the Bishop (or a designated representative such as the local Dean) during the local interview process of the congregation considering the call.
2. This step is primarily for the consideration of clergy outside the Diocese and may be waived by the Bishop for those clergy being considered from within the Diocese, at the Bishop's discretion.
3. The Bishop's approval must be provided for interviewed candidates before any call is extended. When the call has been accepted, the form "Request for Approval" must be completed and submitted to the Bishop's office. A confirming letter of both the receipt of the request and the Bishop's approval will follow promptly.
4. The norm is for clergy coming into the Diocese to transfer their canonical residence. For the rare occasion where licensing to serve is being requested, that must be indicated on the Request with a brief explanation of the rationale.
5. The additional steps that will normally follow the approval of the call are as follows:
  - a. Transfer of Letters Dimissory [needs to be requested of the sending Diocese by those clergy not already canonically resident in South Carolina]
  - b. Application for Canonical Residence and background check [again, for those not already resident here]
  - c. Diocesan Clergy Pension plan enrollment [To either open a new account or change the source/amount of future contributions.]
  - d. Health Insurance plan enrollment [To either enroll or modify current participation.]
  - e. Payroll information [Will vary depending upon whether the parish utilizes the Diocesan payroll program.]
  - f. Execution of a Letter of Agreement between the congregation and the new priest.

Diocesan Staff are available to assist at all stages along the way in this process. Feel free to contact either the Canon to the Ordinary (The Rev. Jim Lewis) or the Bishop's Assistant (Deacon Joyce Harder).