

Canonical Residence in the Episcopal Diocese of Long Island

In order to apply for canonical residence, clergy must have a full-time, stipendiary position (40 hours per week) at a church or institution of the Diocese of Long Island. Clergy are required to present Letters Dimissory within three months of their appointment as rector (Title III, 9.4). The bishop will not accept Letters Dimissory until the hourly/stipendiary criteria is met, the bishop has determined that accepting Letters Dimissory is appropriate, and the Bishop has instructed the clergyperson to request them.

Rectors

Clergy appointed as Rector are required to present Letters Dimissory within three months of their appointment. When a call to the Diocese of Long Island has been issued and accepted, request your Letters Dimissory from the Ecclesiastical Authority in the diocese of your canonical residence. Request that they be sent to The Rt. Rev. Lawrence C. Provenzano, Bishop of Long Island.

Vicar/Priest-in-Charge

When a call to the Diocese of Long Island has been issued and accepted, a License to Officiate will be issued. Upon completion of your first year, your file will be reviewed and Bishop Provenzano will advise if he is amenable to accepting your Letters Dimissory. If yes, Letters Dimissory may be requested. If no, an additional year of service must be completed. Clergy called to serve as Vicars or Priest-in-Charge complete one year of service in the Diocese of Long Island, and meet canonical requirements before the Bishop will consider accepting Letters Dimissory.

Deacons

Unless a deacon has been licensed in the Diocese of Long Island, the clergy may not serve as deacon for more than two months. A deacon may not transfer Letters Dimissory without written consent from the Bishop of Long Island (C&C, III.7.6)

Interim/Retired Clergy

The Bishop does not accept Letters Dimissory for interim clergy or retired clergy.

Process for Transferring Letters Dimissory into the Diocese

1. Priests wishing to establish their canonical residence in the Diocese of Long Island must contact the diocese in which he or she is canonically resident, requesting that Letters Dimissory be sent to Bishop Provenzano.
2. Letters received shall be reviewed. If acceptable to the Bishop, he will receive Letters Dimissory.
3. Certificate of Acceptance of Letters Dimissory shall be prepared. The original certificate will be sent to the priest's former bishop. One copy will be sent to the priest and the Standing Committee; one copy will be kept on file in the convention office and one copy will be kept on file in the Bishop's office.

4. The Bishop's Office will confirm that the transferring diocese has notified the Church Pension Fund and the Office for Transition Ministry.

Process for Transferring Letters Dimissory out of the Diocese

1. If you are a priest moving out of the diocese and wish that your Letters Dimissory be sent to another diocese, you must make a request in writing to Bishop Provenzano, asking him to send your letters. Along with your request, please include a brief letter from the bishop of the diocese into which you are hoping to transfer, stating that he or she would willingly receive the letters being requested.
2. This formally begins the process.
3. Upon approval, the Bishop will forward the priest's written request to staff who will prepare the actual letters, signed by the Bishop.
4. The original will be sent to the bishop of the diocese into which the clergy is transferring. One copy will be sent to the priest and the Standing Committee; one copy will be kept on file in the convention office and one copy will be kept on file in the Bishop's office.
5. The Bishop's Office will notify the Church Pension Fund and the Office for Transition Ministry, advising them of the priest's new diocese and new address.