



License to Officiate

Clergy desiring, or requesting to serve within the Diocese of Atlanta must be licensed in accord with The Episcopal Church Canons (Canon III.9.6.a).

The Bishop accepts Letters Dimissory only for clergy called to full-time ecclesiastical employment in this diocese.

A License to Officiate is granted by the Bishop when all of the following requirements have been met and documentation provided.

- 1.) A letter from the Bishop or ecclesiastical authority of the applicant's canonical residence, stating the cleric is in good standing.
- 2.) A background check. As currently required, the cost of this is approximately \$150, which will be paid by the applicant.
- 3.) Sufficient evidence on diocesan letterhead and diocesan signature that the applicant has completed training in Safe Guarding God's Children (or equivalent) and Safeguarding God's People, and sexual abuse, sexual harassment, and anti-racism training in the church. License will not be issued unless the Safeguarding Trainings are up-to-date.
- 4.) An Office of Transition Ministry (OTM) portfolio.
- 5.) A personal resumé of the applicant's composition.
- 6.) All current contact information, including phone, mail and email.
- 7.) Copy of the last annual report to the Bishop of canonical residence.
- 8.) To maintain a license to officiate, clergy must adhere to the licensing requirements and contact the bishop's office within 30 days of the license expiration.