



## DIocese OF WESTERN NORTH CAROLINA

### Requirements for Transfer of Canonical Residence

According to the canons of The Episcopal Church, rectors of churches must be canonically resident in the diocese where they are serving as rector. Other clergy are not required to be canonically resident. With the canonical requirements in mind, the Bishop of Western North Carolina has established the following policies for the transfer of canonical residence:

Rectors and Priests-in-Charge of churches should apply for canonical residence as soon as they arrive and begin working in the Diocese of Western North Carolina.

Other clergy should apply to be licensed in the diocese within two months of beginning service in the Diocese. They may apply for canonical residence after they have served under license for one full year of full time ministry or two years of part time ministry. Associate rectors, assistant rectors, adjunct clergy, deacons or other clergy serving parishes must have a letter of support from their rector stating that the applicant is serving in a permanent position. For more information on becoming licensed, please see the **Requirements for Licensing**.

How to Apply for Canonical Residence in the Diocese of Western North Carolina:

1. Complete the Application for Transfer of Canonical Residence and send it to the Bishop's office.
2. Send certificates of completion for the workshops on sexual misconduct prevention for adults and children to the Bishop's office. If you have completed the workshops outside the Diocese of Western North Carolina, please have copies of your certifications sent. If your certificates are more than 5 years old, you will be required to take an on-line refresher course. (If you submitted this info when becoming licensed, and you are still within 5 years of your training, this requirement is deemed to have been met.)
3. If already licensed, provide a letter from your rector indicating your position at the church is permanent and supporting your request for canonical transfer.
4. If not already done as part of the hiring or licensure process, initiate an Oxford Document background check (contact Oxford Document Management Company, Inc. at 1-800-801-9114). Have it sent to the Diocese of Western North Carolina.
6. Request that your current canonical bishop send a Letter Dimissory to the Bishop of Western North Carolina. (Please do so after all other requirements have been met, otherwise you're in ecclesiastical limbo.)

Send requirements to the Office of the Bishop c/o Lisa Rettew ([lrettew@diocesewnc.org](mailto:lrettew@diocesewnc.org))  
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