THE EPISCOPAL DIOCESE OF ARIZONA

Policies and Procedures

PROCESS FOR LICENSING OF CLERGY

General Requirements

1. Applicant normally must be a permanent resident of Arizona.
2. Applicant must make no assumption as to priority in the deployment process in the diocese.
3. The applicant must be a priest in good standing with The Episcopal Church in the USA (TEC).
4. Must be or intend to be exercising a ministry under the direction of the local rector or the bishop.

Procedures for Licensing

1. Send the Bishop of Arizona a written request to be licensed in The Episcopal Diocese of Arizona that must include the reason for the request.
2. Applicant must provide a letter from the priest in charge of the congregation in which they are exercising their ministry documenting this fact.
3. The clergyperson should arrange a meeting with the Bishop.
4. The diocese will conduct an Oxford background check. The cost of this (approximately $150-$175) is the responsibility of the applicant or parish.
5. The Bishop and Canon for Deployment will check with their counterparts from the applicant’s previous diocese if appropriate.
6. Applicant must provide documentation of sexual misconduct prevention training within the last five years, which meets the diocesan requirements, within 30 days of application for licensing.
7. The license for one year is approved and issued. An annual report form will be sent to each licensed clergy at the end of the calendar year. This must be completed and returned to the Bishop before your license will be considered for renewal for the next year.
8. Licensed clergy who are under the age of 72 and any clergy over the age of 72 who are working at least one quarter time in a parish, are expected to take part in the councils of the church through participation in diocesan events.
9. The Bishop of Arizona is the final authority on the decision to issue license and reserves the right to renew on an annual basis.

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