

# Letters Dimissory Policy

## *Clergy transfer of canonical residence within the ACNA*

Any clergyperson wishing to transfer from one diocese to another diocese within the ACNA is required first to notify their current diocesan bishop stating:

- 1) their desire to transfer their canonical residence,
- 2) the diocese into which they request to apply for such transfer, and
- 3) the reason for their request to transfer.

### *Dimissory Into the ADP*

When a clergyperson from another diocese requests a transfer into the Diocese of Pittsburgh, Bishop Alex will receive a Letter Dimissory from the sending Bishop. If acceptable, the necessary paperwork and clearances will be collected and/or conducted. When everything is complete, our office will send a Dimissory Received letter to the sending Bishop. The date on the ADP Dimissory Received letter will be the official date of dimissory.

### **REQUIREMENTS FOR CLERGY DESIRING TO TRANSFER INTO THE ADP**

The following is a list of what will be needed in order to complete a transfer of canonical residency into the Anglican Diocese of Pittsburgh:

- Letter Dimissory from current bishop
- Application for Canonical Residence
- Clearances:
  - MinistrySafe Sexual Abuse Awareness Training (<2 yrs old)
  - Signed "Individual Acknowledgement of Receipt of Safe Church Policy" from the [ADP website](#)
  - Oxford Background Report (<5 yrs old)
  - *If residing in Pennsylvania:*
    - PA Criminal Record report (<5 yrs old)
    - PA Child Abuse History report (<5 yrs old)
    - FBI Criminal Record report, via fingerprinting (<5 yrs old)
  - *If residing outside of Pennsylvania:*
    - See the ADP's "Background Checks and Clearance Requirements For Active Clergy, Lay Leaders, and Volunteers" on the [ADP website](#)
- Copies of ordination certificates
- Signed Statement of Alignment

- Signed Oath of Conformity & Oath of Canonical Obedience
  - To be signed at meeting with Bishop Alex

### *Dimissory Out of ADP*

When an ADP clergyperson desires to transfer out of the Diocese of Pittsburgh, they should contact Bishop Alex with the information at the beginning of this document. If the clergy person's clearances are up-to-date and their status is "in good standing" with the ADP, Bishop Alex will contact the other bishop via the Letter Dimissory. The receiving diocese may request copies of the clergyperson's clearances and/or other paperwork. The receiving bishop will issue an acceptance letter, which will be sent to Bishop Alex. The date on the Dimissory Received letter from the receiving bishop will be the official date of dimissory.

With questions, or to initiate the dimissory process, please email the [Bishop's Office](#).