

**POLICY ON
CLERGY LICENSING IN THE DIOCESE OF KOOTENAY
February 2015**

Background

Since the episcopacy of Archbishop David Crawley, clergy in the Diocese of Kootenay have functioned with either:

1. License or
2. Permission to Officiate designation.

For the purposes of the exercise of ministry there was little distinction. The primary implication of these was membership in diocesan Synod. Those clergy holding a license were considered members of synod and those with a Permission to Officiate were not.

The current Canon for membership of synod is Canon 1 and section 2 includes the following:

(c) The members of the Clergy of the Diocese duly licensed by the Bishop for ministry in the Diocese. The definitions of licenses will be formulated by policy and will include Incumbents, Priests-in-Charge, Associate and Assistant Clergy, Deacons and others as defined from time to time;

This was the wording adopted in 2012, partially in response to the concern about the formulae for deacons and locally ordained clergy which provided for a limited number of clergy in these categories and gave rise to concerns about discrimination with respect to synod membership. It was understood that the licensing policy would be defined and formulated by the Bishop as the licenses and Letters of Permission to Officiate are the Bishop's documents.

It is recognized that the licensing of clergy is the responsibility of the Bishop, and this policy will not change the authority of the bishop to license whomever s/he chooses in the ordering of the diocesan ministry. The Licensing of Clergy falls under Canon 11 of the Diocese of Kootenay and Canons XVII, XVIII, XIX of the General Synod. No bishop, priest or deacon shall exercise an ordained ministry within a diocese without a license or temporary permission from the diocesan bishop

Definitions:

- **Incumbents** – are persons appointed by the Bishop of Kootenay to exercise pastoral jurisdiction over a congregation or Parish.
- **Priest in charge** – are clergy who are appointed by the Bishop of Kootenay to care for a parish on an interim basis.
- **Honorary Assistants** – are retired clergy or clergy who offer occasional ministrations such as preaching, presiding, funeral, pastoral visits or Sunday supply.
- **Non-stipendiary clergy** – are clergy who are serving in a specific ministry defined by a covenant between a congregation, the clergyperson and the bishop.

- **Associate Clergy** – are clergy who are on the staff of a parish or congregation, responsible to the incumbent for a defined area of ministry. Associate clergy may be stipendiary or non-stipendiary.
- **Assistant Clergy** – are clergy who are newly ordained and in the early years of ordained life who serve a congregation or parish under the supervision of the incumbent.
- **Deacons** – are clergy who are appointed to a parish or congregation by the Bishop of Kootenay to serve a diaconal ministry defined by a covenant signed by wardens and the Bishop. Transitional deacons (eg. those preparing to be ordained as priests) are considered to be assistant clergy.

Normally a license shall be issued to all clergy in good standing (stipendiary and non-stipendiary, priests and deacons) who are called to fulfill a sphere of ministry approved and authorized by the Bishop and therefore considered to be members of Synod. While it is hoped that non-stipendiary will choose to attend Diocesan Synod it is not obligatory. Stipendiary clergy are expected to attend Diocesan Synod.

Permission to Officiate is a letter authorizing clergy to exercise ministry within the Diocese of Kootenay. It does not grant membership in Synod.

Temporary Permission to Officiate is the Bishop's permission for a clergy person to exercise ministry on a one time or occasional basis. e.g. clergy serving as Sunday supply, or for a visiting clergy person to lead worship preach, or officiate at a wedding or funeral. It does not grant membership in Synod.

Those eligible for a license will include:

1. non-stipendiary deacons, local priests and associates who hold a covenant in ministry for a particular sphere of work within their congregation,
2. stipendiary incumbents, associate, assistant and interim clergy who are hired for ministry within a congregation.
3. clergy of other denominations duly appointed to serve in a congregation of the Diocese of Kootenay
4. in some circumstances the Bishop may issue a license to a lay person in charge of a congregation or worshipping community.

A license will not normally be given to:

1. clergy serving as honorary assistants,
2. retired clergy, or
3. those offering a ministry of clergy supply (e.g. Sunday or other special services).

For all others, Permission to Officiate letters or Temporary Permission will be given for the exercise of other ministries within the diocese.