



Diocese of Colorado Clergy Licensed to Officiate Policy

Clergy that are canonically resident in another diocese, but living in the Diocese of Colorado, may apply for a license to officiate in this diocese once they have established a church home in Colorado. “No Priest shall preach, minister the Sacraments, or hold any public service, within the limits of any Diocese other than the Diocese in which the Priest is canonically resident for more than **two months** without a license from the Ecclesiastical Authority of the Diocese in which the Priest desires to so officiate” (*Constitutions and Canons* III.9.6(a)).

To issue a License to Officiate, the cleric must provide the Bishop’s Office with the following documents:

- A letter or email to Bishop Kym Lucas to include the cleric’s place of canonical residency, reasons for wanting to be licensed to officiate in the Diocese of Colorado and an introduction from you.
Send this letter to Bishop Kym Lucas, 1300 N. Washington St., Denver, CO 80203 or by email to dianne@episcopalcolorado.org.
- A recommendation letter from the rector or vicar of the congregation where the applicant is worshipping in Colorado sent to Bishop Lucas by mail (1300 N. Washington St., Denver, 80203) or email to dianne@episcopalcolorado.org.
- A Letter of Good Standing recommendation from the cleric’s diocesan bishop sent to Bishop Kym Lucas by mail or email to dianne@episcopalcolorado.org
- A Background Check. The fee is \$200 and can be paid by check made out to Diocese of Colorado or with credit card. Contact Dianne Draper by email dianne@episcopalcolorado.org to get your Background Check processed using your email address.
- Proof of the cleric’s completion of the required Safeguarding Modules online. The Diocese of Colorado requires the Safe Church certificate to be updated every three years. [Use this link](#) to take the Safe Church modules online.
- When the above documents are complete, a Zoom meeting with Bishop Kym will be scheduled. Kirsten Manica, the Bishop’s Executive Assistant will contact you directly with date, time and Zoom link. kirsten@episcopalcolorado.org or 720-677-9002

A license to officiate may be granted, at the discretion of the Bishop, either to function in a specific congregation or the diocese.

For questions about the License to Officiate process, please contact Dianne Draper at 720-677-9004 or dianne@episcopalcolorado.org.