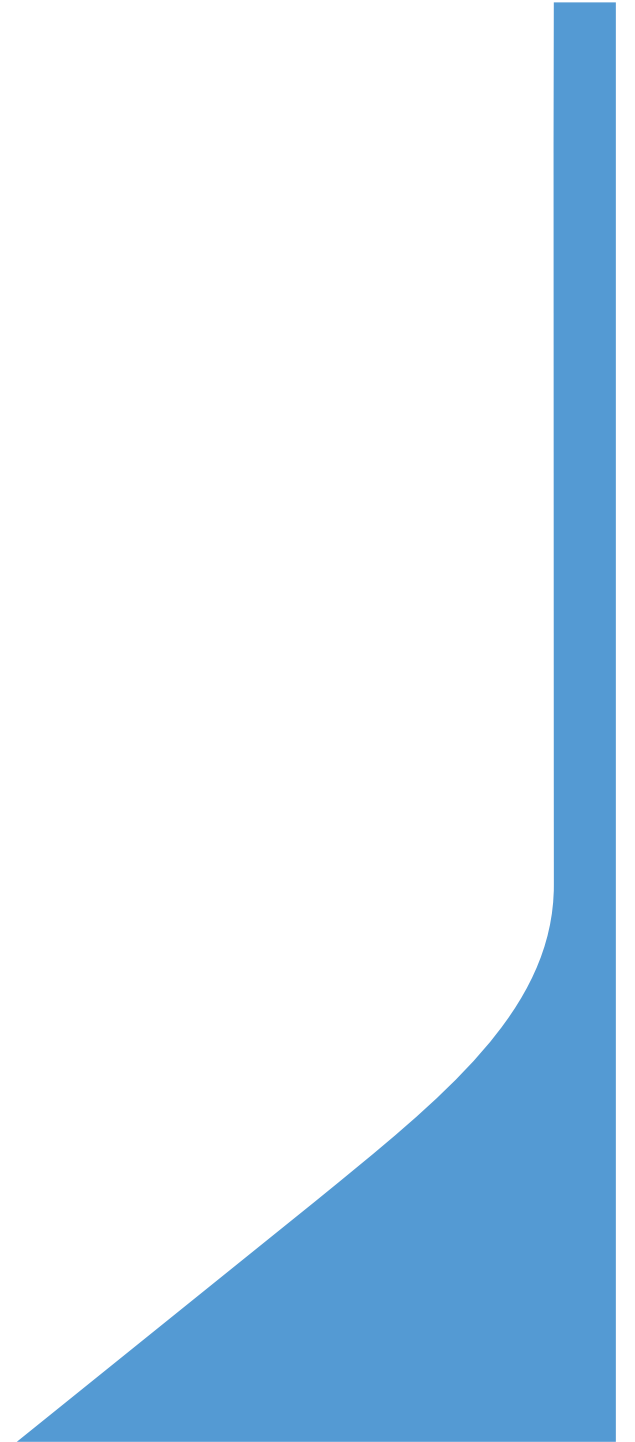


The Church Pension Group

Guide to Rules of Address



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1. Introduction

This guide is designed for use by all employees of the Church Pension Group to achieve consistency in our communications, both written and verbal.

Rules for Forms of Address

Canonical Status

There are two types of employees of the Episcopal Church: those who are ordained (deacons, priests, bishops) and those who are not ordained (lay employees).

1.1 Rules of Address

When referring to a person who is ordained, she or he is a priest, a deacon, or a bishop. If you are in doubt, you may ask, “Are you a priest?” Never ask if he or she is “a Reverend.” It is grammatically incorrect to refer in writing or speech to a member of the Episcopal clergy as “Reverend” (as in “Reverend Doe”). In written communication, the function word “the” always precedes Reverend. Only capitalize “The” in “The Reverend” when it begins a sentence or is part of the salutation of a letter; in the body of a sentence, always use a lower case “t.”

It is always appropriate to address a cleric, based on gender, as Mr., Father, Ms., or Mother, accompanied by the last name. When referring to a male cleric in the third person, use “the Rev. Mr. Doe” or “Father Doe;” a female cleric may be referred to as “the Rev. Ms. Doe” or “Mother Doe.”

Clerics who have renounced their ordination vows or have been deposed are addressed as lay people.

When verbally addressing a bishop, say “Bishop Doe,” or simply “Bishop.” In writing, never address a letter to “Bishop John A. Doe;” the address is always “The Rt. Rev. John A. Doe.”

1.2 Age and Gender Rules of Address

Age	Gender	Marital Status	Customary Title
Up to age 8	Male	Not Applicable	Master
8 and Over	Male	Never Married, Single, Divorced, Married, Widowed	Mr.
Under 14	Female	Not Applicable	Miss
14 and Over	Female	Never Married, Single, Divorced, Married, Widowed	Miss, Ms., Mrs.*

* A divorced woman with children may use Mrs. and her first name, as long as she retains her ex-husband’s surname. In all other cases, Mrs. is only used with the husband’s first and last name. The title Ms. is used with the woman’s first and last name.

1.3 Generation Markers

Generation	Generation Marker
Self	Sr.
Son/Daughter	Jr.
Grandson/Granddaughter	III
Great Grandson/Granddaughter	IV
Great-Great Grandson/Granddaughter	V

Note: Except for royalty, generation markers should not be perpetuated past the death of the common ancestor.

1.4 Military Rank

It is standard Church Pension Group policy that clerical honorifics supersede and replace military honorifics at all times.

1.5 Let the Client Guide You in Forms of Address

If you are contacted by a client, ordained or not, the way the client refers to him or herself in person, by telephone, in email, or in writing, should guide you in how to address that person. If you are unclear about gender or canonical status and you are speaking to them in person or on the telephone, it is appropriate to ask clients how they would like to be addressed. If you are addressing a client in writing and you are unsure about canonical status, use Mr. or Ms. or check with the Clergy Pensions department. The title “Pastor” is not commonly used in the Episcopal Church; it is commonly used in the Evangelical Lutheran Church in America.

2. Forms of Address for Clerics

<i>Canonical Status</i>	<i>Title and Abbreviated Title</i>	<i>Terms</i>	<i>Envelope and Top of Letter</i>	<i>Written Salutation</i>	<i>Verbal Address</i>
Presiding Bishop	The Most Reverend	Chief executive and spiritual leader of the Episcopal Church	The Most Reverend Katharine Jefferts Schori Presiding Bishop and Primate Episcopal Church Center 815 Second Avenue New York, NY 10017	Dear Bishop Jefferts Schori:	Bishop Jefferts Schori
Diocesan Bishop Also known as The Ordinary	The Right Reverend (The Rt. Rev.)	The chief executive and spiritual leader of a diocese	The Right Reverend John Doe The Diocese of Newark 123 Main Street Newark, NJ 07102	Dear Bishop Doe:	Bishop Doe
Bishop Coadjutor	The Right Reverend (The Rt. Rev.)	Assistant bishop with the right of succession upon the resignation of the diocesan bishop	The Right Reverend John Doe The Diocese of Newark 123 Main Street Newark, NJ 07102	Dear Bishop Doe:	Bishop Doe
Bishop Suffragan	The Right Reverend (The Rt. Rev.)	Assistant bishop without the right to succeed a diocesan bishop; they may be elected diocesan bishop or bishop coadjutor.	The Right Reverend John Doe The Diocese of Newark 123 Main Street Newark, NJ 07102	Dear Bishop Doe:	Bishop Doe
Assistant Bishop	The Right Reverend (The Rt. Rev.)	Often a retired bishop who is assisting in a diocese without tenure.	The Right Reverend John Doe The Diocese of Newark 123 Main Street Newark, NJ 07102	Dear Bishop Doe:	Bishop Doe

Forms of Address for Clerics (continued)

<i>Canonical Status</i>	<i>Title and Abbreviated Title</i>	<i>Terms</i>	<i>Envelope and Top of Letter</i>	<i>Written Salutation</i>	<i>Verbal Address</i>
Deacon	Deacon (Dn.) or The Rev. Doe, Deacon	Ordained to the diaconate, a deacon serves at the discretion of his/her bishop. “Transitional” deacons will be ordained priests after six months to one year. Deacons who are not transitional will remain deacons permanently.	The Rev. John Doe St. James Church 123 Main Street Newark, NJ 07102 Or, The Rev. Jane Doe St. James Church 123 Main Street Newark, NJ 07102	Dear Deacon Doe: Dear Mr. Doe: Dear Deacon Doe: Dear Ms. Doe:	Deacon Doe Deacon John Mr. Doe (familiar) John Deacon Doe Deacon Jane Ms. Doe (familiar) Jane
Priest	The Reverend (The Rev.)	Ordained after a period of time serving as a deacon	The Rev. Jane Doe St. James Church 123 Main Street Newark, NJ 07102	Dear Mother Doe: Dear Ms. Doe:	Mother Doe Ms. Doe (familiar) Jane
Dean	The Very Reverend (The Very Rev.)	Senior clergyperson in charge of a cathedral or theological school. In some cases a seminary dean may be a lay person. In some dioceses, they are priests elected to preside over a regional deanery.	The Very Reverend John Doe The Cathedral of St. James 123 Main Street Newark, NJ 07102	Dear Dean Doe:	Dean Doe
Canon	The Reverend Canon (The Rev. Cn.) Mr., Ms., Miss, Mrs. for a non-ordained canon	An ordained or lay member of a cathedral staff. Sometimes this is an honorary title unrelated to cathedral duties; the position may be held by a lay person, in which case the title is still “Canon.”	The Reverend Canon John Doe The Cathedral of St. James 123 Main Street Newark, NJ 07102 Canon Jane Doe	Dear Canon Doe: Dear Canon Doe:	Canon Doe Canon Doe
Canon to the Ordinary	The Reverend Canon (The Rev. Cn.) <i>This position also may be held by a lay person</i>	Member of a diocesan staff who assists the diocesan bishop. (Diocesan bishops are also known as the Ordinary.)	The Reverend Canon John Doe The Diocese of Newark 123 Main Street Newark, NJ 07102 Canon Jane Doe	Dear Canon Doe: Dear Canon Doe:	Canon Doe Canon Doe

Forms of Address for Clerics (continued)

<i>Canonical Status</i>	<i>Title and Abbreviated Title</i>	<i>Terms</i>	<i>Envelope and Top of Letter</i>	<i>Written Salutation</i>	<i>Verbal Address</i>
Archdeacon	The Venerable (The Ven.)	Archdeacons (deacons or priests) oversee the work of deacons in the diocese as the bishop's representative and/or assist in the oversight of mission congregations and the strategy for mission in a diocese, again as the bishop's representative.	The Venerable John Doe The Diocese of Newark 123 Main Street Newark, NJ 07102	Dear Archdeacon Doe:	Archdeacon Doe
Provost	The Reverend (The Rev.) Mr., Ms., Miss, Mrs. for a non-ordained provost	Oversees or superintends a cathedral, diocese, university or other institution A provost can be a lay person.	The Reverend John Doe The Cathedral of St. James 123 Main Street Newark, NJ 07102 Mr. John Doe, Ms. Jane Doe	Dear Provost Doe: Dear Provost Doe:	Provost Doe Provost Doe
Rector	The Reverend (The Rev.)	Ordained to the priesthood and the priest in charge of a parish church	The Reverend John Doe St. James Church 123 Main Street Newark, NJ 07102 Or, The Reverend Jane Doe St. James Church 123 Main Street Newark, NJ 07102	Dear Father Doe: Dear Mr. Doe: Dear Mother. Doe: Dear Ms. Doe:	Father Doe Father John Mr. Doe (familiar) John Mother Doe Mother Jane Ms. Doe (familiar) Jane
Vicar	The Reverend (The Rev.)	Priest in charge of a mission congregation	Same as above	Same as above	Same as above
Curate	The Reverend (The Rev.)	Assistant to the rector of a parish	The Reverend John Doe St. James Church 123 Main Street Newark, NJ 07102 Or, The Reverend Jane Doe St. James Church 123 Main Street Newark, NJ 07102	Dear Father Doe: Dear Mr. Doe: Dear Mother. Doe: Dear Ms. Doe:	Father Doe Father John Mr. Doe (familiar) John Mother Doe Mother Jane Ms. Doe (familiar) Jane

3. Forms of address for married or partnered clerics

<i>Canonical Status</i>	<i>Title and Abbreviated Title</i>	<i>Envelope and Top of Letter</i>	<i>Written Salutation</i>	<i>Verbal Address</i>
Male Deacon	Deacon (The Rev.)	The Rev. and Mrs. John Doe 123 Oak Street Newark, NJ 07102 Or, The Rev. John Doe and the Rev. Dr. Michael Jones	Dear Deacon and Mrs. Doe: Dear Mr. and Mrs. Doe: Or, Dear Deacon. Doe and Dr. Jones: Dear Mr. Doe and Dr. Jones:	Deacon and Mrs. Doe Deacon John and Mrs. Doe Or, Deacon Doe and Dr. Jones Mr. Doe and Dr. Jones
Male Priest	The Reverend (The Rev.)	The Rev. and Mrs. John Doe 123 Oak Street Newark, NJ 07102 Or, The Rev. John Doe and the Rev. Dr. Michael Jones	Dear Father and Mrs. Doe: Dear Mr. and Mrs. Doe: Or, Dear Father John and Mrs. Doe: Or, Dear Mr. Doe and Dr. Jones: Dear Fr. Doe and Dr. Jones:	Father and Mrs. Doe Mr. and Mrs. Doe Or, Father John and Mrs. Doe Or, Mr. Doe and Dr. Jones Father Doe and Dr. Jones
Female Deacon	Deacon (The Rev.)	For different last names: The Rev. Jane Doe and Mr. Michael Jones 123 Post Street Newark, NJ 07102 Or, The Rev. Jane Doe and Ms. Jean Hart Or, The Rev. Jane Doe and Mr. Michael Hart 123 Post Street Newark, NJ 07102 For the same last name: The Rev. Jane and Mr. Michael Jones	Dear Deacon Doe and Mr. Jones: Dear Ms. Doe and Mr. Jones: Or, Dear Deacon Doe and Ms. Hart: Or, Dear Deacon Doe and Mr. Hart: Or, Dear Mr. and Mrs. Jones:	Deacon Doe and Mr. Jones Or, Deacon Doe and Ms. Hart Or, Deacon Doe and Mr. Hart Or, Mr. and Mrs. Jones
Female Priest	The Reverend (The Rev.)	For different last names: The Rev. Jane Doe and Mr. Michael Jones 123 Post Street Newark, NJ 07102 Or, The Rev. Jane Doe and Ms. Jean Hart For the same last name: The Rev. Jane Doe and Mr. Michael Doe 123 Post Street Newark, NJ 07102 Or, Mr. and Mrs. Michael Jones	Dear Mother Jane and Mr. Jones: Dear Ms. Doe and Mr. Jones: Or, Dear Mother Jane and Ms. Hart: Or, Dear Mother and Mr. Doe: Or, Dear Mr. and Mrs. Jones:	Mother Jane and Mr. Jones Or, Mother Jane and Ms. Hart Or, Mother Jane and Mr. Doe Or, Mr. and Mrs. Jones

Forms of address for married or partnered clerics (continued)

<i>Canonical Status</i>	<i>Title and Abbreviated Title</i>	<i>Envelope and Top of Letter</i>	<i>Written Salutation</i>	<i>Verbal Address</i>
Bishop (All types of bishops except the Presiding Bishop)	The Right Reverend (The Rt. Rev.)	The Rt. Rev. John and Mrs. Doe The Cathedral of St. John 123 Main Street Newark, NJ 07102 Or, The Rt. Rev. Jane Doe and Mr. John Hart	Dear Bishop and Mrs. Doe: Or, Dear Bishop Doe and Mr. Hart:	Bishop and Mrs. Doe Or, Bishop Doe and Mr. Hart

Titles and Honorifics

Honorifics are titles conferred on ordained and lay employees. The honorific classes are as follows:

- Academic Degrees, Membership in the Bar, Professorships
- Military Rank
- Professional Certifications
- Membership in Professional Organizations
- Public Office

Rules of Precedence

In general, follow these guidelines for determining which salutation takes precedence:

- A cleric who is also a doctor should be referred to as Dr. and not Father or Mother
- For all clerics with doctorates who hold canonical roles (i.e., Archdeacons, Deans, Canons), the title associated with the canonical role should supersede the use of “Dr.”
- A bishop should never be addressed as “Dr.” even when he/she has an earned degree.
- For all clerics and lay people, the prefix “Professor” or “Prof” may be used before the last name, when the first name is not being used, if they hold a doctorate and are teaching.
- CPG recognizes all the degrees listed on page 7 as doctoral level degrees and appropriate for the use of the honorific “Dr.” in a salutation, with the exception of a Doctor of Jurisprudence.

Academic Degrees

Seminary and secular academia confer degrees in several disciplines. The Episcopal Church does not equate the conferment of a seminary degree with a canonical event—the degree is the prerequisite in a canonical process. No distinction is made between Episcopal and non-Episcopal seminaries.

6. Classes of Honorifics

Academic Degrees

<i>Degree</i>	<i>Standard Honorific</i>
Philosophical Doctorate/Doctor of Philosophy	Ph.D., D. Phil.
Medical Doctorate/Doctor of Medicine	M.D.
Doctor of Business Administration	D.B.A.
Doctor of Dental Surgery	D.D.S.
Educational Doctorate/Doctor of Education	Ed.D.
Doctor of Veterinary Medicine	D.V.M.
Doctor of Musical Arts	D.M.A.
Doctor of Apologetics	D. Apol.
Doctor of Biblical Studies	D.B.S.
Doctor of Christian Counseling	D.C.C.
Doctor of Christian Education	D.C.E.
Doctor of Church Administration	D.C.A.
Doctor of Ministry	D. Min.
Doctor of Pastoral Counseling	D.P.C.
Doctor of Religion	D. Rel.
Doctor of Religious Literature	D.R.L.
Doctor of Divinity	D.D.
Doctor of Sacred Music	D.S.M.
Doctor of Theology	Th.D.
Doctor of Law*	J.D., Esq.
Doctor of Pharmacy	Pharm.D.
Doctor of Science	Sc.D.
Doctor of Public Health	Dr.PH.
Doctor of Laws/Legum Doctor (Honorary)	LL.D.

* If a lawyer has received the J.D. (Doctor of Law), is working, and uses the title, he or she is addressed professionally as John Doe, Esq. (“J.D.” is omitted.)
A lawyer’s name is not preceded by “Mr.,” “Ms.,” “Miss,” or “Mrs.” when the last name is followed by Esq.

7. Addressing a cleric with honorifics

<i>Canonical Status</i>	<i>Title</i>	<i>Honorifics</i>	<i>Envelope and Top of Letter</i>	<i>Written Salutation</i>	<i>Verbal Address</i>
Ordained	The Rev. The Ven. The Rev. Canon The Rt. Rev.	Use any of the academic titles listed on page 7. Honorifics are gender-neutral. Multiple honorifics are separated by inserting a comma after the last name before the honorifics, and then commas to separate each honorific.	The Rev. John A. Doe, Ph.D., D.D., Th.D. 123 Main Street Newark, NJ 07102 Or, The Rev. Dr. John A. Doe Or, The Venerable Jane A. Doe, D. Min, D.D. Or, The Rev. Canon Jane A. Doe Or, The Rt. Rev. John A. Doe, D.D.	Dear Dr. Doe: Or, Dear Dr. Doe: Or, Dear Archdeacon Doe: Or, Dear Canon Doe: Or, Dear Bishop Doe:	Dr. Doe Or, Dr. Doe Or, Archdeacon Doe Or, Canon Doe Or, Bishop Doe

8. Addressing a couple with honorifics

<i>Canonical Status</i>	<i>Title</i>	<i>Honorifics</i>	<i>Envelope and Top of Letter</i>	<i>Written Salutation</i>	<i>Verbal Address</i>
Ordained and non-ordained couple	The Rev. The Ven. The Rev. Canon The Rt. Rev.	Use any of the academic titles listed on page 7. Honorifics are gender-neutral. Multiple honorifics are separated by inserting a comma after the last name before the honorifics, and then commas to separate each honorific.	The Rev. and Mrs. John A. Doe, Ph.D., D.D., Th.D. 123 Main Street Newark, NJ 07102 Or, The Venerable Jane A. Doe, D.Min, D.D. and the Reverend John A. Doe, M.D. 123 Main Street Newark, NJ 07102	Dear Dr. and Mrs. Doe: Or, Dear Archdeacon and Dr. Doe:	Dr. and Mrs. Doe Or, Archdeacon Doe and Dr. Doe

9. Addressing a lay person with honorifics

<i>Gender</i>	<i>Customary Title</i>	<i>Honorifics</i>	<i>Envelope and Top of Letter</i>	<i>Written Salutation</i>	<i>Verbal Address</i>
Male	Mr.	Use any of the academic titles listed on page 7.	John A. Doe, M.D.	Dear Dr. Doe:	Dr. Doe
Female	Miss, Ms., Mrs.	Use any of the academic titles listed on page 7.	Jane A. Doe, D.C.E., D.C.C.	Dear Dr. Doe:	Dr. Doe
Male Female	Professor, Mr. Professor, Ms., Mrs.	Professor	Jane A. Doe, Ph.D. or John A Doe, Ph.D. Department of Mathematics Louisiana State University Acadian Way Baton Rouge, LA	Dear Professor Doe:	Professor Doe

10. Canonical events: Renunciation and Deposition

<i>Canon Event</i>	<i>Canonical Status</i>	<i>Honorific</i>
Renounced	Lay	Mr., Ms., Miss, or Mrs. — unless earned a doctorate, in which case, Dr.
Deposed	Lay	Mr., Ms., Miss, or Mrs. — unless earned a doctorate, in which case, Dr.

Episcopal 101: An Overview

A Glossary

Anglican Communion – Worldwide assembly of churches, 38 provinces circling the world, all in communion with the Archbishop of Canterbury. The relationship among the churches is based on a common history deriving from the Church of England, a common tradition of doctrine, discipline and worship. See map in section 4.

- Each member church sends bishops as representatives to the **Lambeth Conference** which meets every ten years, hosted by the Archbishop of Canterbury, President of the Anglican Communion.
- Elected representatives from the churches of the Anglican Communion form the **Anglican Consultative Council** (ACC).
- The chief bishops, or primates, of the churches in the Anglican Communion convene at the **Primates Meeting**.

Apostolic Succession – The belief that the church today is in direct continuity with the church of the apostles, and is thus part of the “one, holy, catholic, and apostolic church.”

Archbishop – A title given in the Church of England (C of E) and some other branches of the Anglican Communion to bishops who have responsibilities and authority beyond the limits of their dioceses.

Archdeacon – A title given to a priest on the administrative staff of a bishop who has primary responsibility for communications with other clergy and who may also have responsibilities for work with small churches, stewardship, and Christian education. His/her title is “the Venerable” and he/she is entitled to wear a purple cassock.

B+E+S+T – The organization of **B**ishops’ **E**xecutive **S**ecretaries **T**ogether was formed in 1988 to bring together those who assist our Episcopal Church bishops – in the scattered dioceses around the world – to improve communication.

Bishop – A bishop is the chief sacramental officer of the church, and the office which gives our church its name. The Latin word for bishop is *episcopus*, and so the original name of the Episcopal Church said of us that we were the Protestant church with bishops in the United States. Bishops are the chief pastors for their dioceses. Bishops have the special office to ordain priests and deacons, and together with other bishops to ordain and consecrate other bishops. Bishops are required to visit all the parishes/missions in their dioceses at regular intervals. They preside at diocesan conventions and have administrative responsibility for diocesan activities. The traditional insignia of the bishop’s office include the bishop’s throne (or cathedra) in the cathedral, pastoral staff,

mitre, pectoral cross, and ring. Bishops' vestments are different from those of a priest or deacon. For example, they may wear a purple cassock, and bishops often wear a purple clerical shirt.

Presiding Bishop – is the Primate of the Episcopal Church, the chief administrative officer of the Episcopal Church, and is elected by the House of Bishops, subject to the approval of the House of Deputies. The Presiding Bishop is sometimes called “the P.B.”

A **Diocesan Bishop** – elected by a diocese (although is not always a priest in that diocese), when it is meeting in convention, to be the chief liturgical and administrative officer of that diocese. He or she is often simply referred to as “the Diocesan.”

Other bishops who assist the Diocesan may be:

Bishop Coadjutor – is elected to replace the diocesan bishop upon retirement.

Bishop Suffragan – is elected to that position but does not succeed the diocesan bishop. She/he can also be called to be a bishop in another diocese.

Assistant Bishop – appointed by the Diocesan Bishop, approved by diocesan convention and Standing Committee, and serves for a specific period of time at the will of the Diocesan Bishop. He/she is often a retired bishop.

Assisting Bishop – appointed by and serves for a short period of time at the will of the Diocesan Bishop. He/she has limited responsibilities and is approved by diocesan convention and Standing Committee. Often a retired bishop, this person has a less formal arrangement than that of Assistant Bishop.

Book of Common Prayer – The book that makes it possible for the Episcopal Church to be a pragmatic church which understands its identity through participation in corporate worship. The first Prayer Book for the American Church was approved in 1789; the latest, the Prayer Book is 1979, is now in use.

Business Manager – A person who manages the finances and related matters of a congregation or diocese – may be lay or clergy.

The Business Managers Institute (BMI) – This annual conference for professional development, and resource sharing for diocesan treasurers and business administrators in the Episcopal Church which was supported and financed by the Episcopal Church Center is now known as the **Episcopal Business Administration Conference (EBAC)** and is co-sponsored with the Church Pension Group. See EBAC.

Canon – (NOTE THE SPELLING OF “CANON” – like the camera, not the gun...) As assisting staff member of a cathedral or a diocese; a canon can be ordained or lay. This is also sometimes an honorary position. Example: An employee of New York’s national headquarters of the Episcopal Church was appointed an honorary canon to the cathedral in Paris.

Canon Law - The rules adopted by convention which the articles of the Constitution are implemented and by which the Episcopal Church and its dioceses conduct the worship, mission, life, and that part of God’s Church entrusted to it. Diocesan constitutions and canons may not be in conflict with the Constitution and canons of General Convention.

Canon to the Ordinary – The person who assists the bishop of a diocese; this can be a layperson but is usually an ordained clergy person.

Canonical residence – Each clergy person has his/her canonical residence in a diocese and is responsible to the bishop of that diocese, although that may not be his/her geographical residence.

Cathedral – The church that houses the bishop’s cathedra (chair) is the cathedral. Traditionally, each diocese has a cathedral. The Cathedral has a staff of clergy headed by a dean. Clergy on the dean’s staff are called canons. Today, a number of dioceses do not have cathedrals but provide offices for the bishop and staff in a diocesan house. Some large dioceses may have both. Cathedrals traditionally have rich liturgical lives augmented by splendid music.

Catholic – A word meaning “general” or “universal” which has come to have a number of meanings in the church. It is used to recall the undivided church before the divisions which separated the Eastern from the Western churches in 1054 AD, to name churches which claim an unbroken continuity of faith and tradition from the age of the apostles (including Roman Catholic, Anglican, and Orthodox traditions), and to mean those who value continuity and unity. Traditionally, the “catholic” part of the creedal phrase “one holy catholic and apostolic church” refers to the claim that what the church believes, it has always and everywhere believed.

CEPVA – Colloquium of Episcopal Professional and Vocational Associations. The professional Ministry Cluster of the Episcopal Church Center. The purpose is to work as a group towards the just treatment and pastoral care of those who work for the church. The Church Pension Group participates in the annual meeting of CEPVA and sends representatives to attend the planning meeting and annual meeting.

Chancellor – Legal advisor to a diocese and/or a bishop.

Church Center – The Episcopal Church Center is called “815” because it is located at 815 Second Avenue, New York City. The Church Center houses all the national offices of the Episcopal Church, some of the national agencies of the Episcopal Church, and the offices of The Presiding Bishop, the Most Rev. Katharine Jefferts Schori, and her staff. The Office of Ecumenical and Interfaith Relations is a part of Bishop Jefferts Schori’s staff.

Close – From the dictionary, “confined in space.” We use this term to designate the enclosed groups or the area of a cathedral, church, or seminary. For example, the grounds of The General Theological Seminary as well as the grounds of the Cathedral of St. John the Divine are called “the close.”

CODE – The **C**onference of **D**iocesan **E**xecutives is comprised of clergy and lay executives, whose ministry is to serve on the staff of a diocese of the Episcopal Church USA and the Anglican Church of Canada.

Commission on Ministry – A group appointed by the Diocesan Bishop to advise him/her in the selection of candidates for ordination and to assist the bishop in managing the process leading to ordination. Canonical consent by the Standing Committee is required before the bishop may take order for the ordination of a Candidate as deacon and/or priest.

Common Cause Partnership – A partnership composed of the American Anglican Council (AAC); the Anglican Communion Network (ACN); the Anglican Mission in the Americas (AMiA); the Anglican Network in Canada (ANiC); the Anglican Province of America (APA); the Convocation of Anglicans in North America (CANA); the Anglican Essentials Federation (AEF); Forward in Faith, North America (FIF/NA); and the Reformed Episcopal Church (REC).

Congregation – The people who comprise a mission or a parish.

Constitution of the Episcopal Church – “This Constitution, adopted in General Convention in Philadelphia in October, 1789, as amended in subsequent General Conventions, sets forth the basic Articles of the government of this Church, and of its overseas missionary jurisdictions.” (p. 1, *Constitution and Canons*, revised 2003).

Controller – A person who is given the responsibility to oversee and control expenditure; the chief financial officer of a business enterprise or institution.

Convention(s) – Diocesan convention(s) or council(s): (1) An annual convention or council is held each year in each diocese; the dates are published in *The Episcopal Church Annual*, just before the listing of parishes, missions, and clergy. (2) A special

convention or council is often held to elect a diocesan bishop. The General Convention of the Episcopal Church is held every three years.

Convocation – A geographical area of a diocese, sometimes called a deanery.

Council of Advice – the bishops who are the elected Presidents or Vice Presidents of the nine provinces compose the Presiding Bishop's Council of Advice. They meet only at the call of The Presiding Bishop.

CREDO – The **C**lergy **R**eflection **E**ducation **D**iscernment **O**pportunity is a conference designed as a resource for clergy to examine significant areas of their lives (financial, vocational, spiritual, and physical) and to discern prayerfully the future direction of their vocation. There are Lay CREDO conferences now available for lay professionals in the Episcopal Church. Selection of participants is done through the CREDO offices in Memphis, TN.

Curate – An assistant priest in a parish. Other titles used widely are Assistant to the Rector of Associate Rector.

Cure – The people for whose spiritual care a member of the clergy is responsible. This comes from the same origin as the word care.

DAW – The **D**iocesan **A**dministrators **W**orkshop was a conference sponsored by the Church Pension Group for diocesan administrators. This conference has been combined with **BMI** and is now an annual meeting for diocesan administrators and separate parish administrator conferences known as **EBAC** – the **E**piscopal **B**usiness **A**dministration **C**onference. See **EBAC**.

Deacon – One of the three orders of ordained ministry: bishops, priests, and deacons.

Dean – A person elected to head a cathedral, seminary, or a geographic area of a diocese. The title of dean is the Very Reverend; the house of a dean is a deanery.

Deanery – Two definitions: (1) The house of a dean. (2) Some dioceses refer to specific geographical areas of the diocese as a deanery. In some, a deanery is called a convocation.

Diocese – A geographical area under the administrative and pastoral care of a bishop or bishops; the diocese is the basic unit of administration in the Episcopal Church. It relates to a state when we compare the national Episcopal Church to the U.S. government. The term, diocese, is used throughout the Anglican Communion.

Diocesan Administrator – An employee (ordained or lay) who manages the day-to-day business affairs of a diocese.

Episcopal Business Administration Conference (EBAC) – An annual conference co-sponsored by the Church Pension Group and the Episcopal Church Center designed for diocesan administrators and another version (EBAC for Parishes) designed for parish administrators. The purpose of the conference is to provide an opportunity to educate and support in a partnership between CPG and 815 the diocesan administrators to better serve the Episcopal Church.

ECCC – Episcopal Camps and Conference Centers, Inc. This group meets annually with Episcopal camp and/or conference center directors for a general conference. The Church Pension Group sends representatives to present workshops and/or plenaries.

ECUSA – Episcopal Church in the United States of America.

ECW – The Episcopal Church Women, organized in 1871 (having another name) initially to support missionaries, has expanded to assist women of the Episcopal Church to carry on Christ's work of reconciliation in the world and to take their place as leaders in the life, governance, and worship of the church. Membership is now more diverse, representing all Episcopal women. ECW can be found in most parishes and nearly every diocese of the Episcopal Church. Diocesan and province meetings may be held annually or more often. A Triennial Meeting of Episcopal Church Women is held every three years at the same site and time as General Convention.

Episcopal – (1) Concerning the Episcopal Church. Used in this sense, the adjective "Episcopal" is always capitalized. For example, "The Episcopal liturgy will be used at the wedding." Similarly, "The Episcopal priest attended the ecumenical gathering." (2) Concerning a bishop or bishops. Used in this sense, the adjective "Episcopal" is not always capitalized. For example, an Episcopal ring is a ring worn by a bishop as a sign of the bishop's office.

Episcopal Clerical Directory – This book is published every two years and it includes a disc version. It gives information about all who are ordained in the Episcopal Church.

Episcopal Relief and Development (ERD) – This replaces the former Presiding bishop's Fund for World Relief. Episcopal Relief and Development is a major response of the Episcopal Church to God's call to serve Christ in all persons, to love our neighbors, and to respect the dignity of every human being. ERD provides emergency relief in times of disaster; it assists in the rehabilitation of lives, property and organizations and addresses the root causes of suffering.

Episcopalian – A member of the Episcopal Church; Episcopalian is a noun; Episcopal is an adjective.

Executive Council – The group which oversees the business of the Episcopal Church between General Conventions.

Flag, of the Episcopal Church – The flag which flies over most Episcopal churches was adopted in 1940. It uses the same symbol as the seal of the Episcopal Church. The nine small crosses represent the original nine dioceses which met in Philadelphia in 1789 to form the Episcopal Church: Connecticut, New York Maryland, Massachusetts, Pennsylvania, New Jersey, Delaware, Virginia, and South Carolina.

General Convention – The governing body of the Episcopal Church which meets every three years. Delegates from all dioceses sit in two legislative bodies: the House of Bishop (HOB), chaired by the Presiding Bishop, and the House of Deputies, chaired by its President. Delegates to the House of Deputies – four lay and four clergy for each diocese – are elected at diocesan conventions. Approval by both houses is required for any action to be passed. Some questions, for example, the form of the prayer book or hymnal or a change in the constitution require a vote in two consecutive conventions.

House of Bishops (HOB) – The meeting of all bishops in the Episcopal Church. The HOB meets several times each year, in locations around the U.S. The HOB meets at The General Convention every three years.

House of Deputies – Representatives from each diocese of the Episcopal Church comprise the House of Deputies. There are four lay and four clergy from each diocese, and they are elected by each diocese at their diocesan conventions.

Interim Bodies – Committees which meet and continue the work of the church between conventions.

Lambeth Conference – A meeting – every ten years – of all bishops in all autonomous churches in the Anglican Communion. Called by the Archbishop of Canterbury, who chairs the sessions, the name comes from the fact that the meetings were held – beginning in 1867 – at Lambeth Palace, the archbishop's residence, in London, until it moved to larger quarters because of the size. The next Lambeth Conference will be held in 2008.

Layperson – A baptized member of the church. All the baptized are called to witness and service in the ministry of Christ and His Church. Those laity who are ordained are but a small number of those actively engaged in ministry.

Letter of Transfer – The written means by which a layperson is transferred from one parish to another. The canons of the church prescribe the form, content, and process for a Letter of Transfer. It is important for a layperson to request a Letter of Transfer when that person moves to another geographic location.

NAAD – North American Association for the Diaconate

An organization in the Anglican churches of North America – the Episcopal Church and the Anglican Church of Canada – to support vocational deacons and dioceses with deacons.

NACDAP – Network of Anglican Communion Dioceses and Parishes

NNECA – The **N**ational **N**etwork of **E**piscopal **C**lergy **A**ssociations

NNECE - **N**ational **N**etwork of **E**piscopal **C**hurch **E**mloyees. This group works to develop a support system for lay professionals employed in ministry in the Episcopal Church.

NNLP – The National Network of Lay Employees changed their name at the annual meeting in February 2006 to **NNECE** - **N**ational **N**etwork of **E**piscopal **C**hurch **E**mloyees.

Ordinand – The person who is ordained at the ordination of a priest or deacon. *The Book of Common Prayer*, however, uses the term “bishop-elect” in the liturgy for a bishop’s ordination, also called the consecration of a bishop.

Pall – One meaning of this word is a cloth cover for a casket, which is used instead of flowers or a flag, and another meaning is the cover for the communion chalice.

PECUSA – **P**rotestant **E**piscopal **C**hurch in the **U**nited **S**tates of **A**merica, now obsolete and replaced by The Episcopal Church (TEC)

Presiding Bishop – The Primate, the chief pastor, and head of the Episcopal Church, sometimes called “the PB” and is the person who presides over the House of Bishops. The current PB is the Most Reverend Katharine Jefferts Schori. Bishop Jefferts Schori was elected to serve for nine years, and she was installed on November 4, 2006.

Priest – This word is the traditional translation of the Greek *presbyteros*. One of the orders of the ordained ministry in the Episcopal Church – bishops, priests, and deacons. The title of a priest is “The Reverend” or “The Rev.” – NEVER “Reverend” or “Rev.”

Priest-in-charge – The priest in charge of a congregation between rectors or a congregation designated as non self-supporting.

Primate – The title used for the chief bishop of a church: The Presiding Bishop is the Primate of the Episcopal Church.

Province – A group of geographically adjacent dioceses which form an ecclesiastical unit. There are nine provinces in the Episcopal Church, numbered in Roman numerals I through IX. See section 4 of this booklet. The Anglican Communion is also divided into 38 provinces, which are autonomous churches, around the world.

Rector – Usually the chief sacramental officer and ordained person who is called by the vestry to be in charge of a parish. (Associate Rector and Assistant Rector are ordained persons who assist the rector of a parish.)

Rectory – The home of a rector; the building is usually owned by the parish.

“Red Book” – The nickname for *The Episcopal Church Annual* – the cover is red.

Religious Orders – A religious order of the Episcopal Church is a society of Christians who voluntarily commit themselves for life, or a term of years: to holding their possessions in common or in trust, to a celibate life in community, and obedience to their rule and constitution.

Retirement Advisor, Your – A pamphlet mailed each month to retired clergy, surviving spouses and lay retirees who receive a pension through the Church Pension Fund. *Your Retirement Advisor* is an information bulletin helpful to retirees and/or seniors.

Samuel Seabury – The first American bishop was the Right Reverend Samuel Seabury, consecrated in 1784. He served as the bishop of Connecticut.

Sexton – A lay employee of a parish or mission who maintains buildings and grounds.

Standing Committee – A group of lay and ordained people elected by a diocesan convention to serve primarily as a committee of advice and consent to the diocesan bishop. In the event that a diocese is without a bishop, the Standing committee becomes the ecclesiastical authority and takes over the bishop’s diocesan administrative responsibility until a new bishop is consecrated. The Standing Committee must approve all candidates for ordination as deacon and/or priest and must also approve all sales and encumbrance of church property. A majority of Standing Committees in the Episcopal Church must give consent for the election of a bishop, before the Presiding Bishop may take order for the consecration of the bishop-elect.

Stole – A long, narrow piece of material, often with religious symbols, which is the distinctive vestment of the deacon and priest. It is worn over an alb or worn over a surplice, which is worn over a cassock.

Surplice – A white vestment with wide sleeves worn by clergy.

TEAC – Theological Education within the Anglican Communion.

TEAM – Toward Effective Anglican Mission.

TEC – The Episcopal Church (replaces the use of PECUSA, which is obsolete).

UTO – The **U**nited **T**hank **O**ffering is a discipline of giving that begins with daily prayers and gifts of thanksgiving. Individuals save coins in a special “blue box.” These gifts are combined with others’ at parish and diocesan celebrations and, finally, for all of the Episcopal Church USA (ECUSA). Each year those gifts are given away in grants to continue, support, and strengthen the mission and ministry of the Church throughout the world. UTO is administered by an independent UTO Committee elected through Provinces of ECUSA.

Verger – An employee or volunteer who carries a wand or staff of office – called the “verge” – and may have a ceremonial part in the service.

Vestry – The legal governing and decision-making group in a parish and consisting of the rector and laypersons. The vestry, over which the rector presides, is elected by parish members at the annual meeting and serve for a period of time. At one time, the group met in the vestry (vesting room) of the church – hence the name.

Vicar – A person appointed by the bishop to represent him or her on his/her behalf to lead a congregation which is not self-supporting. However, large parishes have used the term for clergy staff members when that person, as vicar, assists the rector in the duties of administering to the parish.

Vicarage – The residence of a vicar.

Vintage Voice, The – A monthly publication, founded in 1985 by the Rev. Edward Sims. This is an essay or a meditation, mailed to retired clergy, surviving spouses and lay retirees with the pension check from the Church Pension Fund. Each issue of *The Vintage Voice* is written by a retired clergy person or a surviving spouse.

Warden - These positions are voted on by parishioners in good standing (pledging members) during annual meetings, or a special meeting called for the purpose of electing vestry members for open terms.

Junior – He/she is usually in charge of buildings and grounds; and in some congregations, succeeds the Senior Warden.

Senior – He/she is the spokesperson for the vestry and advisor to the rector.

Washington National Cathedral – The official name is, The Cathedral Church of St. Peter and St. Paul. This is the national cathedral of the Episcopal Church, located in Washington, D.C., and it is where all Presiding bishops are installed. The Presiding Bishop has a bishop's chair in this cathedral.

6/6/2007

ACRONYMS

AAM	Association of Anglican Musicians
B+E+S+T	Bishops' Executive Secretaries Together
CAROA	Conference of Anglican Religious Orders in the Americas
CEEP	Consortium of Endowed Episcopal Parishes
CEPVA	Colloquium of Episcopal Professional and Vocation Associations
CDO	Church Deployment Office
CODE	Conference of Diocesan Executives
CPF	Church Pension Fund
CPG	Church Pension Group
CREDO	Clergy Reflection, Education, Discernment Opportunity
ECCC	Episcopal Camp and Conference Centers
EC	Episcopal Communicators or Executive Council
ECC	Episcopal Church Center (a.k.a. "815")
ECSA	Episcopal Community Services in America
EBAC	Episcopal Business Administration Conference
FOCUS	Families of Clergy United in Support
GC	General Convention
HOB	House of Bishops
HOD	House of Deputies
NAAD	North American Association for the Diaconate
NAECED	National Association for Episcopal Christian Education Directors
NAES	National Association of Episcopal Schools
NEHM	National Episcopal Health Ministries
NASSAM	National Association of Self Supporting Active Ministry
NNECA	National Network of Episcopal Clergy Associations
NOERC	National Organization of Episcopal Resource Centers
OMD	Office for Ministry Development
TEC	The Episcopal Church (used instead of PECUSA, which is obsolete)
UTO	United Thank Offering

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