

Diocese of Central Florida
Annual Report for Deacons Requesting Assignment and over 72
**Please download and email the completed form to licensing@cfdiocese.org or mail a
hard copy to
Diocese of Central Florida, 1017 East Robinson Street, Orlando, FL 32801,
Attn: Annual Deacon Report**

Canon III Sec. 7. On reaching the age of seventy-two years, a Deacon shall resign from all positions of active service in this Church, and the resignation shall be accepted. The Bishop may, with the consent of the Deacon, assign a resigned Deacon to any congregation, other community of faith or ministry in another setting, for a term not to exceed twelve months, and this term may be renewed.

If you would like to request your license, be renewed for up to but not exceeding 12 months, complete this form and return it with a letter stating your request. A sample of a letter is attached.

Full Name:

Date of Birth:

Spouse's Name:

Address including city, and zip code.

Email:

Phone Number:

Year of Ordination:

Church you are currently assigned to:

Church or Non-Profit you wish to be licensed to serve for up to 12 months:

As part of your Annual Report, it's essential that you schedule a meeting with your Supervisor, Rector/Vicar/Priest-in-Charge. This meeting serves as an opportunity to reflect on the past year's accomplishments, address any challenges encountered, and set goals for the upcoming year.

The Supervisor, Rector/Vicar/Priest-in-Charge may be contacted to provide feedback.

List Continuing Education and summary below: (How was it beneficial to your ministry?)

Describe your ministry inside the church.

Do you wish to discuss your assignment with the Archdeacons?

Signature:

Date:

Note: By signing this form, you certify that the information is correct and (where appropriate) are applying for a renewal of your license to function as a priest in the Diocese of Central Florida and/or wish to remain in your present tenure. You are also certifying compliance with the completion of required training in the prevention of sexual misconduct against both children and adults.

SAMPLE LETTER OF REQUEST FOR LICENSE FOR UP TO ONE YEAR

Date _____

The Rt. Rev. Justin S. Holcomb

Dear Bishop Holcomb;

As I am at or beyond the age of 72, I am writing to you in accordance with Canon III Sec. 7 which requires as a deacon that I retire from active service in the Church. I am currently assigned to _____. With your permission and the concurrence of the rector/vicar, I would like to continue to serve in my role as deacon for the year 20__.

Thank you for your consideration.

Peace,

CC: Rector / Priest