

# Annual Report to the Bishop

**Title I, Canon 6, Section 2**, requires all non-parochial clergy to report to the Bishop on an annual basis on the exercise of their office. A report is also required of non-canonical and resident clergy who request to be licensed to officiate in The Episcopal Diocese of Northern California. Please complete and submit the following report to the Bishop:

Name (Please print or type) \_\_\_\_\_ Priest ( ) Deacon ( )

Address \_\_\_\_\_

City/Zip \_\_\_\_\_

Home/Office Telephone \_\_\_\_\_

E-mail Address \_\_\_\_\_

*Has your address, phone or e-mail address changed since your last report to this office?* Yes ( ) No ( )

### Summary of Ministry for Prior Year

(Enter number of times each has been performed.)

\_\_\_ Celebration of Holy Communion

\_\_\_ Assist at Holy Communion

\_\_\_ Morning and Evening Prayer Services

\_\_\_ Sermons

\_\_\_ Pastoral Counseling Sessions

\_\_\_ Lectures/Seminars/Classes

\_\_\_ Church Meetings

\_\_\_ Hospital Visits

\_\_\_ Pastoral Visits

\_\_\_ Other (explain)

\_\_\_ Marriages

Where recorded?

\_\_\_ Baptisms

Where recorded?

\_\_\_ Burials

Where recorded?

### Sexual Misconduct Awareness

Certificates of completion of sexual misconduct awareness training must be on file in the Office of the Bishop for you to be considered for supply work or for you to be licensed to officiate in this diocese. If your **certificates are not on file** in the Office of the Bishop, please answer the following:

Have you completed that training? Yes ( ) No ( ) Where? \_\_\_\_\_

If you checked yes, please forward a copy of your certificates of training to the Office of the Bishop. **It is a Diocesan requirement that this training is renewed every five (5) years.**

### Congregation

With what congregation are you affiliated? \_\_\_\_\_ Since what date? \_\_\_\_\_

### Supply Work

If willing to supply, do you give permission to list your e-mail address and phone on the diocesan website? Yes ( ) No ( )

Signature \_\_\_\_\_ Date \_\_\_\_\_

### For Non-canonical and Resident Clergy Only

I am canonically resident in Diocese of \_\_\_\_\_ and I will send a copy of this report to my Diocesan Bishop.

I wish to be licensed to officiate in the Diocese of Northern California for the **CURRENT YEAR**. Yes ( ) No ( )