

FORMS OF ADDRESS FOR CLERGY

The correct forms of address for all Orders of the Anglican Ministry are as follows:

1. *Verbal.*
 2. Salutation in a *letter.*
 3. On the *envelope* of a letter.
- (Note: "Smith" and "Ontario" are hypothetical.)

Archbishops

In the Canadian Anglican Church there are 4 Ecclesiastical Provinces each headed by an Archbishop. The Primate of the Anglican Church of Canada is also an Archbishop.

All Archbishops are Metropolitans of an Ecclesiastical Province, but Archbishops of their own Diocese.

Use "Metropolitan of Ontario" if your business concerns the Ecclesiastical Province, or "Archbishop of [Diocese]" if your business concerns the Diocese.

1. Verbal: "Your Grace" or "Archbishop Smith"
2. Letter: Your Grace or Dear Archbishop Smith
3. Envelope: The Most Reverend A.B. Smith,
Metropolitan of [Province]
Archbishop of [Diocese]

(The Primate is addressed as The Most Reverend A.B. Smith, Primate, Anglican Church of Canada.)

Bishops

1. Verbal: "Bishop Smith"
2. Letter: Dear Bishop Smith
3. Envelope: The Right Reverend A.B. Smith,
Bishop of Ontario (or Bishop Coadjutor, or Bishop Suffragan, etc.)

In the Diocese of Toronto there are Area Bishops (four other than the Diocesan); envelopes should be addressed:

The Rt. Rev. A.B. Smith
Area Bishop of x in the Diocese of Toronto

Deans and Provosts

In each Diocese in the Anglican Church of Canada there is one Cathedral and/or Dean.

1. Verbal: "Mr. Dean", "Mr. Provost" or "Dean Smith", "Provost Dean"
2. Letter: Dear Mr. Dean, Mr. Provost, or Very Reverend and Dear Sir
3. Envelope: The Very Reverend A.B. Smith,
Dean of Ontario
The Provost of ...

In the Diocese of Toronto the Dean is also the Rector. Envelopes:

The Very Rev. Douglas A. Stoute, Dean and Rector
St. James' Cathedral
etc.

Archdeacons

1. Verbal: "Mr. Archdeacon"
Dear Archdeacon Smith
2. Letter: Mr. Archdeacon
3. Envelope: The Venerable A. B. Smith,
Archdeacon of x (York or Trent-Durham in the Diocese of Toronto)

Canons

1. Verbal: "Canon Smith"
2. Letter: Dear Canon Smith
3. Envelope: The Reverend Canon A. B. Smith

Other Priests and Deacons

- 1a. Verbal: A priest is addressed as:
"Mr./Father/Miss/Mrs./Ms. Smith"
- 1b. Verbal: A deacon is addressed as:
Mr./Miss/Mrs./Ms. Smith
2. Letter: Dear Sir or Madam or
Dear Mr./Father/Miss/Mrs./Ms. Smith
3. Envelope: The Reverend A.B. Smith

A priest is never addressed or referred to as "Reverend" or "Reverend Smith:" reverend is a descriptive adjective, not a title.

Never use Reverend Smith or The Reverend Smith in speech or writing: a Christian name, initials or Mr./Miss/Mrs. must be included.

2nd person: "Ms. Smith, I have something to ask you. .. "

3rd person: "Let me introduce the Rev. Robin Smith, Incumbent of.. ."

For married clergy and spouse the written form is:

The Rt. Reverend and Mrs. A.B. Smith or
The Venerable and Mrs. A.B. Smith or
The Reverend and Mrs. A.B. Smith or
Mr. A.B. Smith and The Reverend C.D. Smith or
The Reverend C.D. Smith and Mr. Smith (or Mr. A.B. Smith)