

LICENSE TO OFFICIATE

Obtaining a License to Officiate

If you are a priest from another diocese who lives in the Diocese of Southern Ohio and wishes to occasionally serve as supply clergy for one of our congregations, you must first take the following steps to become Licensed to Officiate in the Diocese of Southern Ohio:

- ✦ Fill out the License to Officiate (LTO) application
- ✦ Send your completed LTO application and biographical materials (CV, etc) to Ann Sabo (Executive Assistant to the Bishop) at: asabo@diosohio.org
- ✦ Email Bishop Breidenthal's office to request a meeting

Meeting with Bishop Breidenthal

The day of your meeting, please bring a copy of your:

- ✦ Certification of ordination
- ✦ Letter of good standing from the bishop in your Diocese of Canonical Residence

Next Steps

Following your meeting with Bishop Breidenthal, a background check will be initiated by our office. When that report is received, you will receive notification that you have been Licensed to Officiate in the Diocese of Southern Ohio until the next Diocesan Convention (each year in November). Your license is renewable from convention to convention, e.g. November to November.

If you wish to serve as supply clergy on Sundays, you may then be added to our Clergy Supply List.

Diocesan Checklist

- LTO application
- Biographical materials
- Request a meeting
- Meet with Bishop, bring:
 - Certification of ordination
 - Letter of good standing the bishop in the diocese of Canonical Residence

Questions? Contact Ann Sabo (Executive Assistant to the Bishop) at:
asabo@diosohio.org OR 513-421-0311



APPLICATION FOR LICENSE TO OFFICIATE
Diocese of Southern Ohio
412 Sycamore Street
Cincinnati, Ohio 45202

Please complete and submit this form to apply for your License to Officiate in the Diocese of Southern Ohio. If you have any questions, or need assistance filing out your form, please contact Ann Sabo at asabo@diosohio.org or 513-421-0311

Full Name:

Home Address:

Phone Number:

E-mail address:

Date of birth:

Name of Spouse:

Diocese of Canonical Residence:

Please return this form to Ann Sabo (asabo@diosohio.org) or
412 Sycamore Street, Cincinnati, Oh 45202