

Forms of Clergy Address

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

- I) *Verbal*
- II) Salutation in a *Letter*
- III) On the *Envelope* of a letter.

(Note: "Smith" and "Ontario" are hypothetical.)

1. Archbishop

All Archbishops are **Metropolitans of an Ecclesiastical Province** and **Bishops of their own Diocese**. Use "*Metropolitan of [Province]*" if your business concerns the Ecclesiastical Province, or "*Archbishop of [Diocese]*" if your business concerns the Diocese.

Verbal: "Your Grace" or "Archbishop Smith" Letter: Your Grace or Dear Archbishop Smith

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.

2. Bishops

Verbal: "Bishop Smith"

Letter: Dear Bishop Smith

Envelope: The Right Reverend A.B. Smith, Bishop of Ontario (or Bishop Coadjutor, or Bishop Suffragan, etc.)

3. Deans

Verbal: "Mr./Ms. Dean" or "Dean Smith" Letter: Mr. Dean

Envelope: The Very Reverend A.B. Smith, Dean of Ontario



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4. *Archdeacon*

Verbal: "Mr/Madame Archdeacon" or "Archdeacon Smith" Letter: Mr/Madame Archdeacon

Envelope: The Venerable A.B. Smith, Archdeacon of [Archdeaconry]

5. *Other Titles - Archdeacons*

Archdeacon of Huron

Advisor to the Diocesan Bishop Assistant to the Diocesan Bishop

6. *Canons*

Verbal: "Canon Smith"

Letter: Dear Canon Smith

Envelope: The Reverend Canon A.B. Smith

7. *Other Priests and Deacons*

Verbal: A priest is addressed as: "Mr./Father/Miss/Mrs./Mother Smith"

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

Verbal: A deacon is addressed as: Mr./Miss/Mrs. Smith

Letter: Dear Sir or Madam or Dear Mr./Miss/Mrs. Smith

Envelope: The Reverend A.B. Smith or The Reverend Mr./Miss/Mrs. Smith

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

For married clergy and spouse, the written form is: The Reverend and Mrs. A.B. Smith or The Reverend

A.B. and Mrs. Smith or Mr. A.B. Smith and The Reverend C.D. Smith.

