

**W**hen addressing correspondence to the various persons referenced, the following examples will specify the proper wording and the information contained within brackets or parentheses can be used optionally:

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## **PAROCHIAL CLERGY**

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### **Metropolitan–Archbishop (Senior Most Cleric)**

#### **The Most Rev. Metropolitan Religious Name**

[Full-name] (Post nomials may be added.)

–Letter Salutation: Your Eminence

–Face-to-face Greeting: Your Eminence

### **Archbishop**

#### **The Most Rev. Archbishop Religious Name**

[Full-name] (Post nomials may be added.)

– Letter Salutation: Your Eminence

–Face-to-face Greeting: Your Eminence

### **Missionary Bishop**

#### **The Right Rev. Religious Name**

[Full-name] (Post nomials may be added.)

– Letter Salutation: Your Grace

–Face-to-face Greeting: Your Grace

*(This is a Bishop that is developing a jurisdiction of The Celtic Episcopal Church outside of the continental United States and is a size that warrants the pastoral care at the level of a Bishop.)*

### **POB Bishop (Pastoral Oversight Bishop)**

#### **The Right Rev. Religious Name**

[Full-name] (Post nomials may be added.)

– Letter Salutation: Your Grace

–Face-to-face Greeting: Your Grace

*(This is a Bishop located within the continental United States who performs duties as pastor of a local congregation and also provides pastoral care to assigned clergy. The clergy do not represent a geographical area but are assigned in such a way that the relationship is mutually agreeable.)*

## Archpriest

### **The Very Rev. Archpriest *First Name***

[*Full-name*] (Post nominals may be added.)

– Letter Salutation: Dear Father *first name*

–Face-to-face Greeting: Father *first name*

*(This is a priest that performs specialized ministry within The Celtic Episcopal Church whereupon this priest would have authority over other presbyters in a particular area predominately overseas, and the persons involved require the talent of a clergyman who can represent The Holy Synod of The Celtic Episcopal Church using a language other than English.)*

## Priest

### **The Rev. Father *First Name***

*Full-name* (Post nominals may be added.)

– Letter Salutation: Dear Father *first name*

–Face-to-face Greeting: Father *first name*

## Deacon

### **The Rev. Deacon *First Name***

*Full-name* (Post nominals may be added.)

– Letter Salutation: Dear Deacon *first name*

–Face-to-face Greeting: Deacon *first name*

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## ORDER CELTIC MONASTIC LIFE (OCML)

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### **Sacred Monk**

#### **The Rev. Sacred Father Religious Name**

[*Full-name*] (Post nominals may be added.)

*(This is a priest who happens to also be a Life Professed Monk.)*

– Letter Salutation: Dear Sacred Father *religious name*

–Face-to-face Greeting: Father

### **Sacred Deacon**

#### **The Rev. Sacred Deacon Religious Name**

[*Full-name*] (Post nominals may be added.)

*(This is a deacon who happens to also be a Life Professed Monk.)*

– Letter Salutation: Dear Sacred Deacon *Religious Name* [*Full-name*]

–Face-to-face Greeting: Brother Deacon

### **Monk**

#### **Brother *Religious Name***

[*Full-name*] (Post nominals may be added.)

– Salutation: Dear Brother *Religious Name*

–Face-to-face Greeting: Brother *Religious Name*

**Oblate – Mr. [Full-name]**

**Novice – Mr. [Full-name]**

–Letter Salutation: Dear Mr. *[Full Name]*.

–Face-to-face Greeting: *First name*

**Nun – Sister *Religious Name***

*[Full-name]* (Post nomials may be added.)

– Letter Salutation: Dear Sister *Religious Name*

–Face-to-face Greeting: Sister *Religious Name*

**Oblate – Mrs. or Ms. [Full-name]**

**Novice – Mrs. or Ms. [Full-name]**

– Letter Salutation: Dear Mrs. or Ms. *[Full-name]*

–Face-to-face Greeting: *First name*

**Mitered Abbot**

**The Right Rev. Abbot *Religious Name***

*[Full-name]* (Post nomials may be added.)

*(This is a bishop who happens to also be a Life Professed Monk within the Order Celtic Monastic Life (OCML). The Mitered Abbot may also function as a POB for all other Abbots within the OCML.)*

– Letter Salutation: Your Grace, Brother *Religious Name*

–Face-to-face Greeting: Your Grace

**Abbot**

**The Very Rev. Abbot *Religious Name***

*[Full-name]* (Post nomials may be added.)

– Letter Salutation: Dear Brother Abbot *Religious Name*

–Face-to-face Greeting: Brother Abbot

*(The Brother Abbot may request at his discretion the informal greeting of Brother.)*

**Abbess**

**The Very Rev. Abbess *Religious Name***

*[Full-name]* (Post nomials may be added.)

– Letter Salutation: Dear Sister Abbess *Religious Name*

–Face-to-face Greeting: Sister Abbess

*(The Sister Abbess may request at her discretion the informal greeting of Sister.)*

**Note: All Bishops of The Celtic Episcopal Church are life professed Monks of the Order of Celtic Missionary Apostolate (OCMA).**

**Mitered Abbots, Monks, and Nuns are life professed in the Order of Celtic Monastic Life (OCML).**

**When writing to the above mentioned, post nomials may be added.**

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## HONORIFICS

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**GREETING CLERGY ON THE TELEPHONE.** When the laity speak to clergy of The Celtic Episcopal Church of the order priest, you should always begin your conversation by asking for a blessing: "Father, bless." When speaking with a Bishop, you should say "Bless, Your Grace" (or "Your Eminence," etc.). You should end your conversation by asking for a blessing again. The clergy should respond with, "May the Lord Jesus Christ bless you."

**GREETING CLERGY IN PERSON.** When we approach a Presbyter (Priest) or Bishop (but not a Deacon), we bow our head, and say: "Bless, Father" (or "Bless, Your Grace," or "Bless, Your Eminence," etc. The Priest or Bishop then answers, "May the Lord bless you, and blesses us with the Sign of the Cross." We should understand that when the Priest or Bishop blesses us, he forms his fingers to represent the Christogram "ICXC" a traditional abbreviation of the Greek words for "Jesus Christ" (i.e., the first and last letters of each of the words "IHCOYC XRICTOC"). Thus, the Priest's blessing is in the Name of Christ.

**ADDRESSING CLERGY IN A LETTER.** When a layperson writes to a clergyman (and, by custom, monastics) and the order of priest or bishop, the correspondence should be opened with the greeting, "Bless, Father: Grace: Or Eminence." It is not appropriate for a layperson or a junior person in orders to invoke a blessing from a clergyman of a more senior rank, as many do: "May God bless you." Not only does this show a certain spiritual arrogance before the personage of the cleric, but laypersons and deacons do not have the Grace of the Priesthood and the prerogative to bless in their stead. Even a Priest properly introduces his letters with the words, "The blessing of the Lord" or "May God bless you," rather than offering his own blessing. Though he can do the latter, humility prevails in his behavior, too. Needless to say, when a clergyman writes to his ecclesiastical senior, he should ask for a blessing and not bestow one.

**CORRESPONDING BY E-MAIL.** By definition e-mail is deliberately straightforward, to the point, and does not generally follow written correspondence rules and styles as mentioned above; however, out of courtesy the priest or bishop should insert a blessing within the correspondence either at the beginning or the ending as appropriate. Laypersons, and clergy who are addressing a more senior cleric, the e-mail message should request a blessing from the priest or bishop as appropriate. Ordinarily, a simple complementary close, i.e. "In the service of the Lord," may be added to the end of an e-mail prior to the insertion of one's name.