

How to Transfer a Lay Member From One Congregation to Another
as per Canon I.17.4

Scenario: Mr. Leo Polk is a member of St. Swithun's, New Orleans, where Fr. Wilmer is rector. Mr. Polk moves to Baton Rouge and wants to become a member of St. Aidan's, where Mtr. Jackson is rector. The steps that are to be followed are these:

- *Mr. Polk* sends a request to *Fr. Wilmer and St. Swithun's* for a "certificate of membership" so that he might be transferred to St. Aidan's. The Three Part Letter of Transfer form available from Church Publishing (ISBN-13: 846863002658) is the most often used tool for this purpose. This certificate indicates, among other things, the following canonically required information:
 - that Leo is a member of St. Swithun's;
 - whether or not Leo is a communicant;
 - whether or not Leo is in good standing;
 - whether or not Leo has been Confirmed or Received.
- Fr. Wilmer, having completed the front page of the Letter of Transfer, keeps the third (blue) page for his files and sends the first (white) and second (yellow) pages to Mtr. Jackson and the fine folks at St. Aidan's.
- Mtr. Jackson signs the second (yellow) page of the Letter of Transfer and returns it to Fr. Wilmer. She files the first (white) page in her files, and records Mr. Leo Polk in her parish register as a member.
- Upon receipt of the signed second (yellow) page, Fr. Wilmer removes Mr. Polk from his membership register at St. Swithun's.

One other thing: If, after a good faith effort on Mr. Polk's part to get a certificate from Fr. Wilmer and/or St. Swithun's, Mr. Polk is unable to obtain a certificate, Mtr. Jackson may record Mr. Polk as a member of St. Aidan's. She simply needs to make a note of the process in the register when she records the action. {See Canon I.17.4(c)}