

## Quick guide to addressing clergy in correspondence

The Revd F Darcy  
The Vicarage  
Church Lane  
Ely CB2 2DU

Dear Mr Darcy

I would like to invite you to a buffet lunch at Pemberley, organised by the Archdeacon of Waterside, the Ven Elizabeth Bennet.

The lunch will also be attended by Canon William Collins.

Elizabeth and William hope that you will be able to join them and look forward to hearing from you.

NB the convention for the diocese is to use the shortened versions 'Revd' and 'Ven', no full point.

If you do not know a person's initial, in the address line write 'The Revd Mr Darcy' or 'The Revd-Darcy', do not use 'The Revd Darcy'.

When referring in text to 'the Revd Bennet', the definite article 'the' is always lower case.

	Address line	Salutation	In text, first mention	In text, thereafter
<b>Reverend</b>	The Revd F Darcy	Dear Mr Darcy	organised by the Revd E Bennet	First name can be used
<b>Canon</b>	The Revd Canon F Darcy	Dear Canon Darcy	organised by Canon Bennet	First name can be used
<b>Archdeacon</b>	The Venerable the Archdeacon of X (The Venerable F Darcy if an archdeacon emeritus)	Dear Archdeacon (or more formally, Mr/Madam Archdeacon)	organised by the Archdeacon of X	Archdeacon
<b>Deans and Provosts</b>	The Very Revd the Dean/Provost of X	Dear Dean/Provost (or more formally, Mr Dean/Provost)	organised by the Dean/Provost of X	the Dean
<b>Bishops, Diocesan and Suffragan</b>	The Right Revd the Bishop of X, or The Right Revd the Lord Bishop of X	Dear Bishop (or more formally, My Lord)	organised by the Bishop of X	the Bishop
<b>Assistant and Retired Bishops</b>	The Right Revd F Darcy	Dear Bishop	organised by Bishop Bennet	the Bishop
<b>Archbishops</b>	The Most Revd the Lord Archbishop of X	Dear Archbishop (or more formally, Your Grace)	organised by the Archbishop of X	the Archbishop
<b>Revd Canon Dr or Revd Canon Professor</b>	The Revd Canon F Darcy or The Revd Dr/Professor F Darcy	Dear Canon Darcy or Dear Dr/Professor Darcy	organised by Canon Darcy or organised by Dr/Professor Darcy	First name can be used