

The Diocese of Southwell

The Induction or Collation of a New Incumbent The Licensing of a New Priest-in-Charge

Notes	Text
<p><i>This is a suggestion, and can be printed in the order of service. It is not designed to be said!</i></p>	<p><i>Pastoral Introduction</i></p> <p>About this service</p> <p>This service marks the beginning of a new phase of ministry for priest and people. It is one to which all come with a high sense of anticipation of God's blessing on the years ahead, and it is right that this beginning is marked by a special service both of celebration and of dignity.</p> <p>Some features of this service have their origins in the Middle Ages; others are comparatively new. This reminds us both that Christian ministry has been offered for centuries,, and that the unchanging Gospel has to be proclaimed afresh for each succeeding generation.</p> <p>At the beginning of a new ministry, a priest is either instituted and inducted into the freehold of the benefice, or licensed as Priest-in-Charge. If the priest is to be given the freehold but the Bishop is the Patron, then the priest is collated and inducted – the difference is technical. The role of Patron is an ancient one, and it is the Patron who is responsible for nominating a priest to the Bishop.</p> <p>Once a priest has been collated or instituted – given the 'cure of souls' by the Bishop – the Bishop invites the Archdeacon to induct the Priest into the 'possession' of the benefice(s). In this short ceremony, the Priest is in effect given a church building and a home to help in the task given by the Bishop. When a Priest in Charge is licensed, the priest is reminded of the responsibility for the benefice which is shared with the Bishop.</p> <p>The welcomes are made by both churchpeople and representatives of the wider community, since the role of the Anglican parish priest is not only to nurture the faithful, but also to care for the whole community. The sharing of the Peace then signifies the</p>

	<p>drawing together in service of the priest, the regular worshippers, and the wider community.</p> <p>The final section of the service sets out the responsibilities which priest and people hold together in collaboration within the Christian community and beyond. All present are sent out for service in the community with the blessing of the Bishop.</p>
<p><i>Choose a hymn long enough to get everyone in.</i></p> <p><i>The Area Dean announces the hymn.</i></p> <p>Order of Procession</p> <p><i>Choir</i></p> <p><i>Readers and Visiting clergy;</i></p> <p><i>Representatives of other churches</i></p> <p><i>Benefice Clergy and Readers</i></p> <p><i>the Patron,</i></p> <p><i>the parish-priest designate,</i></p> <p><i>the Area Dean and the Lay Chair of the Deanery Synod,</i></p> <p><i>the Archdeacon,</i></p> <p><i>the Registrar,</i></p> <p><i>the Churchwardens,</i></p> <p><i>the Bishop,</i></p> <p><i>the Bishop's chaplain.</i></p>	<p>¶ The Gathering</p> <p>HYMN</p> <p><i>During the hymn, the Bishop's Procession enters.</i></p>
	<p>Greeting</p> <p><i>The Bishop greets the people saying</i></p> <p>The grace of our Lord Jesus Christ be with you all. All May he fill us with his truth and joy.</p> <p>Or</p> <p>Grace, mercy and peace from God our Father and the Lord Jesus Christ be with you All And also with you</p> <p><i>Sit</i></p>

	<p><i>The Bishop introduces the service</i></p> <p>Let us pray</p> <p>God our Father, Lord of all the world, we thank you that through your Son you have called us into the fellowship of your universal Church: hear our prayer for your faithful people that in their vocation and ministry each may be an instrument of your love: and give to your servant NN the needful gifts of grace; through our Lord and Saviour Jesus Christ. All Amen</p>
<p><i>This section is optional. It is an opportunity to express appreciation for previous incumbents and to give a flavour of the history of the parish, and would be made appropriately by a churchwarden. The wording is a suggestion.</i></p>	<p>Introduction</p> <p>Bishop, the Parish Church of has been a sign of God’s presence and a witness to Christ’s love in this village/town/city for years. Those who have worshipped and ministered here have been an integral part of the changing fortunes of this community and have sought to be faithful to their vocation as servants and disciples of the Gospel. In this ministry, the parish has benefited from the leadership and guidance of the many clergy who have served as incumbents here. Most recently, Bishop, we thank God for the ministry of who was of this parish from to, and who is now We now ask you to <i>institute/collate/licence*</i> NN, his successor.</p>
<p><i>This section is optional. It allows a commendation to be made from the previous parish or sphere of ministry, and can be made by any appropriate representative. The wording is a suggestion.</i></p>	<p>Commendation</p> <p>Bishop, I bring greetings from, where NN has been working until now. We wish NN well in this new ministry to which he has been appointed. We pray that the parish, the community and the diocese will be enriched by his presence, and that NN and his family will be greatly blessed in his/their* life here.</p>
<p><i>Please delete as appropriate</i></p>	<p>Presentation</p> <p><i>The Patron/Archdeacon* leads the priest before the Bishop who stands at his chair.</i></p>

Print the normal christian name and surname

The Priest should turn to face the people, then turn to face the Bishop.

The Patron/Archdeacon and the parish priest designate return to their seats.

Choose one of these prayers.

First name

The Patron/Archdeacon says*

Bishop, I present NN to be admitted to the Cure of Souls of this parish

Bishop

I thank you and accept your presentation. People of ..., I am glad to introduce to you NN who is to be your new *Incumbent/Priest in Charge*.

As we have come together to welcome NN to this parish, to pray for *him* and *his* ministry among us, we remember that all who are baptised are called to the privilege and responsibility of sharing Christ's mission in the world.

Let us therefore humbly wait upon God, and in silence remember all that he has done for us through his Son Jesus Christ, and that his Holy Spirit is with us now and in all we do in his name.

Kneel

A short period of silent prayer is kept, after which the Bishop says the following prayer.

Almighty God,
you have given your Holy Spirit to the Church
that we may be led into all truth.
Bless N with your grace and presence
as *he* works to do your will;
keep *him* and all your people gathered here
steadfast in faith and united in love,
that we may reveal your glory
and prepare the way of your kingdom;
through Jesus Christ our Lord.

All: Amen.

Or

God our Father,
you have given us new life in your Son Jesus Christ
and poured out your Spirit upon us.

	<p>Renew us by the same Spirit, and transform us into the image of Christ, that by the power of his love within us others may come to know him as Saviour, and follow him as Lord. All: Amen</p>
<p><i>It is possible to have a musical item or hymn after the reading, especially if the distance to the pulpit is great.</i></p> <p><i>There <u>must</u> be a hymn after the Sermon, to allow the Bishop to return to his chair. The Area Dean announces the hymn.</i></p>	<p>¶ The Liturgy of the Word</p> <p><i>A Reading from Scripture</i></p> <p><i>At the end the reader says</i></p> <p>This is the word of the Lord. All Thanks be to God</p> <p>The Sermon <i>The Right Reverend....., Bishop of</i></p> <p>HYMN</p> <p>sit</p>
<p><i>First name</i></p>	<p>The Affirmation</p> <p><i>The parish priest designate stands before the Bishop</i></p> <p><i>Bishop</i> Priests are ordained to work with the Bishop as servants and shepherds among the people to whom they are sent. They are called to baptize, to proclaim the Word of the Lord and to preside at the Eucharist.</p> <p>In order to fulfil this ministry <i>N</i> needs your prayers and encouragement. Before I <i>institute/collate/licence*</i> him to the Cure of souls of this parish, I require <i>his</i> assurance that <i>he</i> accepts the responsibilities of <i>his</i> new office in the Church; and your assurance that you will work with <i>him</i> in partnership and give <i>him</i> the encouragement <i>he</i> needs.</p>

	<p><i>Stand</i></p> <p><i>Bishop</i> Priest and people, will you work together as servants of Christ in this place? All By the grace of God, we will.</p> <p><i>Bishop</i> N, will you seek to enable these people to become the people of God; will you lead them in worship and in service; will you encourage them to share in the life of the Gospel and, proclaim his saving love to the world? <i>Priest</i> By the grace of God, I will.</p> <p><i>Bishop</i> People of ..., will you be faithful members of the Body of Christ, will you support N and, together with him, serve the Kingdom of God? All By the grace of God, we will. <i>Sit</i></p>
<p><i>Normally the Registrar will say this section, but check first.</i></p> <p><i>Full name.</i></p>	<p>¶ The Institution/Licensing*</p> <p><i>The priest to be instituted/collated/licensed* remains standing before the Bishop, who is seated in his chair.</i></p> <p><i>Bishop/Registrar*</i></p> <p>The Church of England is part of the One, Holy, Catholic, and Apostolic Church, worshipping the one true God, Father, Son and Holy Spirit. It professes the faith uniquely revealed in the Holy Scriptures and set forth in the catholic Creeds, which faith the Church is called upon to proclaim afresh in each generation. Led by the Holy Spirit, it has borne witness to Christian truth in its historic formularies, the Thirty-nine Articles of Religion, the Book of Common Prayer and the ordering of Bishops, Priests and Deacons. In the declaration you are about to make, will you affirm your loyalty to this inheritance of faith as your inspiration and guidance under God in bringing the grace and truth of Christ to this generation and making him known to those in your care?</p> <p><i>Priest</i></p>

<p><i>Bishop George reads, another Bishop may use the Registrar</i></p> <p><i>The priest holds the licence by the red seal.</i></p> <p><i>The 'Holy Spirit' hymn should be sung without announcement. See the Planning notes, section A3 for possible choices.</i></p> <p><i>Now is the time for the Bishop's chair to be moved, and the Bishop and his chaplain to move to the Sanctuary if necessary.</i></p>	<p>I, NN do so affirm, and accordingly declare my belief in the faith which is revealed in the holy Scriptures and set forth in the Catholic Creeds, and to which the historic formularies of the Church of England bear witness; and in public prayer and administration of the Sacraments I will use only the forms of service authorised or allowed by Canon.</p> <p><i>Taking a New Testament, the Priest faces the people and says</i></p> <p>I swear that I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second, her heirs and successors according to law; so help me God.</p> <p><i>Turning to the Bishop, the Priest says</i></p> <p>I swear by almighty God that I will pay true and canonical obedience to the Lord Bishop of Southwell and Nottingham and his successors, in all things lawful and honest; so help me God.</p> <p><i>Please remain seated as the Declarations are signed.</i></p> <p><i>When the Priest returns to stand before the Bishop, please stand</i></p> <p><i>The Bishop or Registrar* reads the deed or licence and gives it to the priest kneeling in front of him. The Bishop says</i></p> <p>Receive the Cure of Souls, which is both yours and mine; in the name of the Father and of the Son, and of the Holy Spirit. Amen.</p> <p>HYMN</p> <p><i>The Bishop blesses the new Parish Priest</i></p> <p>The Spirit of truth lead you into all truth, give you grace to confess that Jesus Christ is Lord, and to proclaim the word and works of God: and the blessing of God almighty, the Father, the Son, and the Holy Spirit, be upon you and remain with you for ever. Amen</p> <p><i>Bishop</i></p> <p>Archdeacon, I have <i>instituted/collated/licensed*</i> NN to the Cure of Souls in this parish. I ask you to <i>induct/install*</i> him in the presence of the Churchwardens and this congregation, and to support him in his ministry here.</p>
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This section is used at the Institution and Induction of an Incumbent.

All the churchwardens of the benefice lead the procession to the door.

The service continues with The Intercessions

¶ The Induction

All turn as the Priest and Archdeacon, escorted by the Churchwardens, go to the main door of the Church. The Archdeacon places the Priest's hand on the key, saying

By virtue of the authority given to me, I induct you into the possession of the church and benefice, with all its rights, responsibilities, and opportunities for ministry.

The Lord preserve your going out and your coming in, now and always. Amen

The Archdeacon gives the Inventory of the Church to the Priest and says

This Inventory records the property of the parish, now committed to your care, which you share with the Churchwardens and the Parochial Church Council.

The Priest then rings the bell as a sign that he has taken responsibility for the care of the church and the benefice.

The Installation

The Churchwardens lead the Archdeacon and the Priest to the Priest's stall where the Archdeacon seats him, saying:

N, I place you in the stall of the Parish Priest. May you fulfil well the ministry you have received from the Lord.

The Archdeacon says to the people

We appeal to you, brothers and sisters, to respect those who labour among you, and who have charge of you in the Lord and admonish you. Esteem them very highly in love because of their work. Be at peace among yourselves.

1 Thessalonians 5:12-13

The Archdeacon says to the Priest

And we urge you, N, to admonish the idlers, encourage the faint-hearted, help the weak, and be very patient with all of them. Rejoice always; pray without ceasing; give thanks in all circumstances; for this is the will of God in Christ Jesus for you.

(1 Thessalonians 5:14,16-18)

*This section is used at the
Licensing of a Priest-in-Charge*

*All the churchwardens of the
benefice lead the procession to the
door*

¶ The Installation

All turn as the Priest and Archdeacon, escorted by the Churchwardens, go to the main door of the Church. The Archdeacon says

N, you are now the Priest of this parish, and share its rights, responsibilities and opportunities for ministry. The Lord bless your going out and your coming in, now and always. Amen.

The Archdeacon gives the Inventory of the Church to the Priest and says

This Inventory records the property of the parish, now committed to your care, which you share with the Churchwardens and the Parochial Church Council.

The Priest then rings the bell as a sign that he has taken responsibility for the care of the church and the benefice.

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And we urge you, NN, to admonish the idlers, encourage the faint-hearted, help the weak, and be very patient with all of them. Rejoice always; pray without ceasing; give thanks in all circumstances; for this is the will of God in Christ Jesus for you.

1 Thessalonians 5:14,16-18

*The service continues with the
Intercessions*

Intercessions

<p><i>The new Parish Priest leads brief Intercessions. If there is a response it should be printed in the order of service.</i></p>	<p><i>Kneel</i></p> <p><i>The new Parish Priest leads the congregation in prayer.</i></p> <p><i>As our Saviour has taught us, so we pray</i></p> <p>Our Father in heaven, hallowed be your name, your kingdom come, your will be done, on earth as in heaven. Give us today our daily bread. Forgive us our sins as we forgive those who sin against us. Lead us not into temptation but deliver us from evil. For the kingdom, the power and the glory are yours, now and forever. Amen.</p>
<p><i>This section is 'chaired' by the Area Dean, who is invited to do so by the Archdeacon. Ideally there should be no more than five greetings – others can happen at the social event which follows. If the Parish Priest has a family, they should take part in this section.</i></p> <p><i>The notices should include details of the reception, and the times of the next Sunday's services.</i></p>	<p><i>The Greetings and Peace</i></p> <p><i>Greetings are given to the new Parish Priest by representatives of the Deanery, the Parish and the local community. The new Parish Priest responds, and gives brief notices.</i></p> <p><i>At the end of the greetings all stand.</i></p> <p><i>Bishop</i> We are the Body of Christ. In the one Spirit we were all baptised into one body. Let us then pursue all that makes for peace and builds up our common life.</p> <p><i>The peace of the Lord be always with you.</i> All and also with you.</p>

<p><i>The collection is received by the new parish priest, ideally before the hymn has finished.</i></p>	<p><i>The new Parish Priest says</i> Let us offer one another a sign of peace</p> <p>HYMN <i>During this Hymn a collection will be taken on behalf of the Bishop's Discretionary Fund.</i></p>
<p><i>Verses of a hymn, short songs or incidental music can be used to cover movement around the church. Churchwardens need not process</i></p> <p><i>Water may be poured into the font. This might appropriately be done by a lay person involved in baptism preparation, or a recently baptised person.</i></p> <p><i>*** At this point it is possible to use the Renewal of Baptismal Vows – see appendix.</i></p>	<p>¶ Dedication of Priest and People</p> <p><i>Remain standing</i></p> <p><i>In this part of the service, Priest and people offer themselves anew in the service of Christ.</i></p> <p>At the Font – Gathering and Welcome</p> <p><i>All turn as the Bishop, Area Dean and Priest go to the Font.</i></p> <p><i>A member of the congregation reads</i> Jesus said, "All authority in heaven and earth has been given to me. Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything that I have commanded you." <i>Matthew 28:18-20a</i></p> <p><i>Area Dean</i> In our baptism we died with Christ and were buried with him, so that we might rise with him to new life within the family of the church.</p> <p>***</p> <p><i>The Bishop says to the Priest</i> Will you be faithful in baptizing and, together with the laity, nurturing in the faith those committed to your charge? Priest By the help of God, I will.</p>

	<p><i>The Bishop says to Priest and people</i> Will you be faithful, as God's own people, in proclaiming the wonderful deeds of him who has called you out of darkness into his marvellous light? All By the help of God, we will.</p> <p>All Defend us, O Lord, with your heavenly grace, that we may continue yours forever, and daily increase in your Holy Spirit more and more, until we come to your everlasting kingdom. Amen.</p> <p><i>Or</i></p> <p>Eternal Father, who at the baptism of Jesus revealed him to be your Son, anointing him with the Holy Spirit: grant to us, who are born again by water and the Spirit, that we may be faithful to our calling as your adopted children; through Jesus Christ your Son our Lord, Amen</p>
<p><i>A Bible may be placed on the lectern. This might appropriately be done by a regular lesson reader.</i></p>	<p>At the Lectern – <i>The Liturgy of the Word</i></p> <p><i>All turn as the Bishop, Area Dean and Priest move to the Lectern.</i></p> <p><i>A member of the congregation reads</i> For whatever was written in former days was written for our instruction, so that by steadfastness and by the encouragement of the Scriptures we might have hope. May the God of steadfastness and encouragement grant you to live in harmony with one another in accordance with Jesus Christ, so that together you may with one voice glorify the God and father of our Lord Jesus Christ. <i>Romans 15:4-6</i></p> <p><i>Area Dean</i></p>

	<p>We are called to read and study the Word of God, for we are messengers, watchmen and stewards of the Gospel of Jesus Christ.</p> <p><i>The Bishop says to the Priest</i> Will you be faithful in teaching and proclaiming the truth of Holy Scripture and following the way of Christ? <i>Priest</i> By the help of God, I will.</p> <p><i>The Bishop says to the Priest and people</i> Will you be faithful in your reading and study of the Scriptures, living them in faith, hope and love, and bringing the gospel to those around you? <i>All</i> By the help of God, we will.</p> <p>Almighty God, We thank you for the gift of your holy word. May it be a lantern to our feet, a light to our paths, and a strength to our lives. Take us and use us to love and serve all in the power of the Holy Spirit and in the name of your Son, Jesus Christ our Lord. Amen.</p>
<p><i>Bread and wine may be placed on the Holy Table. This might appropriately be done by those authorised to administer the elements.</i></p>	<p>At the Holy Table – <i>The Liturgy of the Sacrament</i></p> <p><i>The Bishop, Area Dean and Priest move to the Holy Table.</i></p> <p><i>A member of the congregation reads</i> The cup of blessing which we bless, is it not a sharing of the blood of Christ? The bread which we break, is it not a sharing of the body of Christ? Because there is one bread, we who are many are one body, for we all partake of the one bread. For as often as you eat this bread and drink this cup, you proclaim the Lord’s death until he comes. <i>1 Corinthians 10:16-17; 11:26</i></p>

Area Dean

The people of God meet for worship Sunday by Sunday. It is the privilege of Christians to celebrate the Eucharist and, united with Christ and with each other, to serve him in the world as his body.

The Bishop says to the Priest

Will you be faithful in leading God's people in prayer and worship, praying for them and blessing them in the name of the Lord?

Priest By the help of God, I will.

The Bishop says to the Priest and people

Will you be faithful in coming together to receive the body of our Lord Jesus Christ which he gave for you, and his blood which he shed for you?

All By the help of God. We will.

**Almighty and everliving God,
we thank you for feeding us
with the spiritual food
of the most precious body and blood
of your Son, our Saviour Jesus Christ.
Assist us with your grace,
that we may continue in his holy fellowship
and do all such good works
as you have prepared for us to walk in;
through Jesus Christ our Lord.
Amen**

¶ **The Dismissal**

The Blessing

The Bishop will bless the people

HYMN

*The hymn may be announced by the
parish priest*

The doors of the church may be opened wide. It might be appropriate for the West Doors (if you have them) to be used here.

At the [West] Door – The Sending Out

All turn as the Bishop, Area Dean and Priest move to the Church Door.

A member of the congregation reads

The spirit of the Lord is upon me because he has anointed me; he has sent me to announce good news to the poor, to proclaim release for prisoners and recovery of sight for the blind; to let the broken victims go free, to proclaim the year of the Lord's favour

Isaiah 61:1-2; Luke 4:18-19.

Area Dean:

By our baptism and in the power of the Spirit we are caught up into the mission of God. In our pilgrimage of faith we are to be ambassadors of Christ's reconciling love and shine as lights to the glory of God the Father.

The Bishop says to the Priest

Will you encourage and lead *this parish* in God's mission?

Priest: By the help of God I will.

The Bishop says to the Priest and people

Will you be faithful and witness to your faith in Christ both in the words you speak and by acts of loving service to others?

All **By the help of God, we will.**

**Almighty God,
Send us out in the power of the Spirit
To live and work
To your praise and glory. Amen.**

<p><i>The Procession leaves in the following order:</i> <i>Choir,</i> <i>Visiting Clergy and Readers</i> <i>Benefice Clergy and Readers</i> <i>The Area Dean and Lay Chair, the Archdeacon and Registrar, the new Parish Priest,</i> <i>the Churchwardens,</i> <i>the Bishop,</i> <i>the Bishop's chaplain.</i></p>	<p><i>The Bishop's Procession leaves the Church.</i></p>
<p>Appendix 1</p> <p><i>This may be used as part of the section at the Font. It starts after the Area Dean has introduced the section.</i></p>	<p><i>The Renewal of Baptismal Vows</i></p> <p><i>The Bishop says</i> In baptism, God calls us out of darkness into his marvellous light. To follow Christ means dying to sin and rising to new life with him. Therefore I ask:</p> <p>Do you reject the devil and all rebellion against God? All I reject them.</p> <p>Do you renounce the deceit and corruption of evil? All I renounce them.</p> <p>Do you repent of the sins that separate us from God and neighbour? All I repent of them.</p> <p>Do you turn to Christ as Saviour? All I turn to Christ.</p> <p>Do you submit to Christ as Lord? All I submit to Christ.</p> <p>Do you come to Christ, the way, the truth and the life? All I come to Christ.</p>

The Bishop says

And now I ask you to make the profession of the Christian faith into which you were baptised and in which you live and grow.

Do you believe and trust in God the Father?

**All I believe in God, the Father almighty,
creator of heaven and earth.**

Do you believe and trust in his Son Jesus Christ?

**All I believe in Jesus Christ, his only Son, our Lord,
who was conceived by the Holy Spirit,
born of the Virgin Mary,
suffered under Pontius Pilate,
was crucified, died, and was buried;
he descended to the dead.
On the third day he rose again;
he ascended into heaven,
he is seated at the right hand of the Father,
and he will come to judge the living and the dead.**

Do you believe and trust in the Holy Spirit?

**All I believe in the Holy Spirit,
the holy catholic Church,
the communion of saints,
the forgiveness of sins,
the resurrection of the body,
and the life everlasting. Amen.**

*The section continues with the
question of the Bishop to the Parish
Priest.*

Almighty God,
we thank you for our fellowship in the household of faith
with all who have been baptized into your name.
Keep us faithful to our baptism,
and so make us ready for that day
when the whole creation shall be made perfect in your Son,
our Saviour Jesus Christ.

	<p>All Amen.</p>
<p>Appendix 2</p> <p><i>This may be included before the blessing.</i></p> <p><i>This may be reworded to express the relevant aspects of ministry in the benefice</i></p>	<p>Optional Blessing of a Ministry Team</p> <p>¶ The Dismissal</p> <p><i>The Churchwardens address the Bishop:</i> Bishop, as the Churchwardens of ..., we ask you now to pray for God's blessing on our new parish priest, on his ordained and licensed colleagues, and on us as representing all the lay people of this church community, that together we may work to build God's kingdom of love and justice in this place.</p> <p><i>Please kneel. The parish priest, assistant priests, licensed Readers, and the churchwardens as representatives of the whole people of God in the benefice kneel before the Bishop.</i></p>
<p><i>The service continues with the final hymn and the Sending Out.</i></p>	<p>Bishop Christ our King, who gives different ministries to his Church to prepare God's people for Christian service, bless you in the ministry to which he has called you; build you together in one body to serve him here, and guide you in the ways of justice and peace, that his goodness and mercy may follow you now and forever, All Amen.</p> <p><i>The Bishop then blesses the whole people of God:</i></p>
	<p>-</p>