

The Diocese of Southwell
The Induction or Collation of an Incumbent
The Licensing of a Priest-in-Charge

Notes for Area Deans and those organising the service.

A: Planning the service

1. As soon as an appointment and a date for the service have been announced the Area Dean should meet with the Churchwardens of the benefice to make practical arrangements for the service.
2. The Churchwardens should arrange to send invitations to:
 - Clergy, Readers and Lay Ministers of the Deanery
 - All who have assisted in the interregnum
 - Private guests of the new parish priest
 - Leaders of other churches in the area
 - The wives of the Bishop, Archdeacon and Registrar
 - Appropriate civic and community leaders, including the chair/mayor of the local authority. Even if the parish has not enjoyed close civic links this is the ideal opportunity to foster them.

Particular care should be taken over the wording:

For a **Priest-inCharge**: the Licensing by the Bishop of ... and the Installation by the Archdeacon of

For an **Incumbent** (Vicar or Rector) the Institution by the Bishop of ... and Induction and Installation by the Archdeacon of...

Where the Bishop is the patron, it is the Collation by the Bishop of... and the Induction and Installation by the Archdeacon of...

Clergy and Readers should be given instructions about where to robe.
Customary dress is choir habit: cassock, surplice, scarf and hood.

3. The Area Dean should liaise with the new parish priest and the Churchwardens over the content of the service, including the choice of hymns and music, and whether to include any optional sections. Though the choice of reading belongs to the Bishop, he would welcome any suggestions.
Suggestions for the 'Holy Spirit' hymn during the Licensing include: Spirit of the Living God; Come Holy Ghost; Breathe on me, breath of God; Come down O Love divine; Be still for the presence.
4. The church or Deanery should arrange to print a one off order of service, with all hymns included in the text. These services contain a high proportion of people unfamiliar with church services, and every effort should be made to make them welcome.

5. The text of the service, together with coaching notes, is available on the DLC website (follow the links from www.southwell.anglican.org) or by email from the Bishop's office (bishop@southwell.anglican.org).
6. Care should be taken over the wording in the text: institute and induct for an Incumbent; license and install for a Priest-in-Charge. Where the new parish priest is referred to by name, their full normal christian name should be used in the text, not a diminutive. Apart from the declarations, there is no need to use all their christian names.
7. A draft of the service, including its cover, and any suggestions for a reading, should be sent to the Bishop one month before the service.
8. The Area Dean should arrange for someone to act as the Bishop's Chaplain.
9. The Area Dean and Churchwardens should decide who will give greetings during the service. Ideally there should be no more than five, including the Lay Chair, a representative of other churches, a civic representative, and a representative of the congregation(s), probably a churchwarden. Those giving greetings should be encouraged to be warm and brief! Other welcomes will appropriately take place at the reception after the service.
10. The Area Dean should ensure that those giving greetings (including the Lay Chair) are well briefed about the new parish priest and their family.
11. The Area Dean and Churchwardens should discuss with the new parish priest the choice of people to read and present symbols during the Dedication of Priest and People section.
12. Fourteen days before the service the Area Dean should send a list of any civic dignitaries, and a list of all those who have assisted in the interregnum, to the Bishop.
13. A full rehearsal should be conducted by the Area Dean, and involve the Churchwardens, all who are reading or presenting symbols, the organist, the cross-bearer, any servers, and the person acting as the Bishop's chaplain.
14. Ideally the Area Dean might lead worship at the church on the Sunday before the service. Whoever does so should prepare the congregation for the service by explaining it, and rehearsing any unfamiliar hymns.
15. The Churchwardens should ensure that there is reserved parking for the Bishop, the Archdeacon, the Patron and the Area Dean.
16. The Area Dean and Churchwardens should ensure that the Inventory is up to date, and that the church bell can be tolled simply.

B: Staging the Service

1. The Bishop's Party (Bishop, Archdeacon, Registrar, Patron, Area Dean, Lay Chair, Bishop's Chaplain, Churchwardens) should robe and assemble in a separate place from the choir, servers and visiting clergy.
2. A separate hanging space should be provided for the Bishop's robes, and those of his party.
3. Seats should be reserved for civic dignitaries, local church and community leaders, and for the spouses of the Bishop, Archdeacon, Registrar, Area Dean and Lay Chair, if they are attending.
4. Seats should be reserved for visiting clergy. These should be easy to process in and out of.
5. A chair should be placed centrally for the Bishop to sit on during the first part of the service. A kneeler should be placed in front of the chair.
6. A seat near the Bishop and on his left should be reserved for his chaplain.
7. A small table should be placed nearby for the signing of the oaths, and a New Testament should be placed on it.
8. A decision should be taken about providing seats in the sanctuary for the Bishop and his chaplain to use during the Induction, Intercessions and Welcomes. In a church with a spacious chancel this need not be necessary, but where space is at a premium the Bishop will need to move for these parts of the service.
9. Seats should be reserved at the front of the church for the Patron, the Archdeacon (for the beginning of the service), the Lay Chair, the new Parish Priest and the priest's family. For the first part of the service the priest should sit with the family.
10. Seats in the chancel or sanctuary should be reserved for the Registrar, the Archdeacon and the Area Dean. These should be placed to enable them to take part easily in the service.
11. Arrangements should be made for the provision of microphones where appropriate. In large churches, if possible, there should be a microphone at the Font, Lectern, Holy Table and main door, for the parts of the service which take place at those points.

C: Enacting the Service

1. The Area Dean says the vestry prayer.
2. The Area Dean announces the first hymn, and the hymn after the sermon.
3. Procession. Depending on numbers there may be more than one procession.

Order

Choir

Readers and Visiting Clergy

Representatives of other churches

Clergy and Readers from the parish(es)

The Bishop's Procession

Cross-bearer and acolytes (*if this is the custom*)

Patron (if present) and the parish priest designate

Area Dean and Lay Chair

Archdeacon and Registrar

Churchwardens

Bishop

Bishop's Chaplain.

The Bishop should be at his chair by the last verse of the hymn.

4. The Churchwardens remain in front of the Bishop's chair. He turns and faces them, and bows. They bow, and return to their places.
5. The parish priest designate, the Patron (or Archdeacon if acting as patron), and the Lay Chair go to their seats at the front of the church. The Archdeacon (if not acting as patron), the Area Dean and the Registrar go to their seats in the chancel or sanctuary.
6. The rubrics in the service should be followed, with the following comments:
 - a) Those speaking to the Bishop before the presentation should be at 45 degrees to him, rather than directly in front.
 - b) The Patron/Archdeacon should be at 45 degrees to the Bishop when presenting the parish-priest designate, who should be in front of the Bishop.
 - c) The parish-priest designate should turn to face the congregation when presented by the Bishop, and then turn back to face the Bishop. The Archdeacon/Patron and parish priest designate return to their seats when the Bishop invites the congregation to pray.
 - d) When the Bishop gives the deed or licence to the priest kneeling before him, the priest should hold the seal (the red bit) with both hands.
 - e) The hymn for the Holy Spirit should be sung without announcement.
 - f) After the priest is blessed by the Bishop the Archdeacon and all the Churchwardens of the benefice lead the priest to the door.
 - g) If the Bishop is moving to the sanctuary, now is the time for him and his chaplain to take their places, and for his chair and kneeler to be removed.

- h) At a Licensing the Archdeacon stands with the Priest-in-Charge at the church door, but does not place the priest's hand on the key.
- i) The Greetings. These are chaired by the Area Dean, invited by the Archdeacon. It is helpful for each person to be introduced clearly and by name, and to aid the flow of the service if all those taking part in the welcome are gathered around the Area Dean rather than called separately out of the congregation. Civic guests should give the first welcomes, and be correctly referred to and properly addressed.
- j) The new parish priest should respond briefly to the greetings
- k) The Bishop comes to the front of the church to offer the Peace. The new parish priest then invites the congregation to share the Peace.
- l) After the Peace the new parish priest gives simple notices, including arrangements for the reception, and the times of the next Sunday's services. The new parish priest announces the hymn and collection.
- m) The new parish priest receives the collection, ideally before the hymn has ended.
- n) Those reading and presenting symbols for the Dedication of Priest and People should be in position in good time for each section.
- o) Only the Bishop, the Bishop's chaplain, the Area Dean and the parish priest should move around the church. Churchwardens do not need to accompany the Bishop for this part of the service.
- p) The Incumbent announces the final hymn.
- q) The Choir (and the Visiting Clergy) should be aware that they are to lead the procession to the main door following the final prayer.

7. The procession leaves in the following order.

Choir
Visiting Clergy and Readers
Parish Clergy and Readers

The Bishop's Procession
Crucifer and Acolytes
Area Dean and Lay Chair
Registrar and Archdeacon
New Parish Priest
Churchwardens
Bishop
Bishop's Chaplain.

8. The New Parish Priest says the vestry prayer.