



July 2017 version

|  |  |
| --- | --- |
| **Notes** | *Text* |
| *COVER PAGE*  *The diocesan banner above should be incorporated*  *Parish church logo(s) or picture of church(es) can be*  *included*  *Particular care should be taken over the wording:*  *For a Priest-in Charge: 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…*  \**Delete as appropriate* | The Collation/Institution/Licensing\* of  The Revd N N  by the Bishop of N  the Right Reverend N N  and The Induction/Installation\*  by the Archdeacon of N  the Venerable NN  as Vicar/Rector/Priest in Charge\*  of N  in the Deanery of N  Insert date, time, location of service |

|  |  |
| --- | --- |
| The adjacent text could be printed in the order of service. It may be shortened, for example by omitting paragraphs 4 & 5.  The service booklet should include:   * *a short auto-biography from the new minister, perhaps on the inside front cover;* * *also details of forthcoming services and other events, perhaps on the back cover.* | About this service This is a special service of celebration that marks the beginning of a new phase of ministry both for N and for the people of this community. We meet together anticipating God’s blessing on the years ahead. At the beginning of any new ministry, a priest is appointed to their new role in a service that gives the community an opportunity to welcome them, and allows priest and people to commit themselves to the ministry ahead and to pray for God’s leading in it.  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.  The ministry to which N is being appointed is to the local parish(es) and the wider community. The role of the Anglican parish priest is to care for the whole community and also to nurture the faithful. S/he works with all those in the local community, whether they are people of faith or not. Therefore within this service, the welcome is made by both church people and representatives of the wider community.  In this service, N is presented to the Bishop and then presented to the community by the Bishop. The Bishop will remind N of the responsibility for the care of the parish(es) which is shared with the Bishop. The Archdeacon will install N giving him/her oversight for the church. N is then formally welcomed by representatives of the church and the wider community within the parish(es). About the Reverend NN....... |

|  |  |
| --- | --- |
| The Area Dean may give brief practical notices, before announcing the song.  E.g. a word of welcome, invitation to reception.  Choose a song/hymn long enough to get everyone in.  **Order of Procession**  **(adapt for local context)**  Choir  Readers  Visiting clergy;  Representatives of other churches  Benefice Clergy and Readers  the Patron,  the parish-priest designate,  the Area Dean and Lay Chair of Deanery Synod,  the Archdeacon,  the Registrar,  the Churchwardens,  the Bishop,  the Bishop’s Chaplain. | Introduction *A welcome from the Area Dean, followed by*  SONG/HYMN  During the song, the Bishop’s Procession enters. |
| **The Greeting** *Bishop*  Grace, mercy and peace from God our Father  and the Lord Jesus Christ be with you  *All* **And also with you**  Sit  The Bishop brings his greetings and introduces the service, and then all pray:  ***All* 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 N the needful gifts of grace;**  **through our Lord and Saviour Jesus Christ. Amen.** |
| \* please delete as appropriate  Print the normal Christian name and surname | The Presentation The Patron/Archdeacon\* leads N before the Bishop and says  Bishop, I present *NN* to be admitted to the Cure of Souls of this benefice/ these parishes |
| \*Usually the Registrar  Insert Full name. | The Declaration of Assent and Oaths *The Parish Priest designate stands before the Bishop, who is seated in his chair.*  Bishop/Registrar\*  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?  Priest  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.  Taking a New Testament, the Priest faces the people and says  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.  Turning to the Bishop, the Priest says  I swear by almighty God that I will pay true and canonical obedience to the Bishop of Southwell & Nottingham and his successors, in all things lawful and honest; so help me God.  Please remain seated as the Declarations are signed. |
| .  If the reading is short, it should be printed in the order of service. | The Ministry of the Word First Bible Reading (if required)  HYMN/1-2 WORSHIP SONGS  Bible Reading  At the end the reader says  This is the word of the Lord.  *All* **Thanks be to God** The Sermon The Bishop of ………, the Right Reverend….. |
| \*Delete as appropriate.  \*Normally the Registrar | **The Collation / Institution / Licensing\****The Parish Priest designate stands before the Bishop**Bishop* Dearly beloved in the Lord, the Declaration of Assent, the Oaths of Allegiance to Her Majesty the Queen, and the Oaths of Canonical Obedience to the Bishop having been taken and subscribed before us as the law requires: we propose now in the name of God, and in the presence of this congregation, to licence to the benefice/parishes of N, our well-beloved in Christ, N, and we ask you to join together with us in prayer to Almighty God, that he would grant to his servant grace to perform his/her solemn duties aright.  The Priest kneels before the Bishop.  *Silence is kept.*  The Bishop or Registrar\* reads the licence.  The Bishop then gives it to the priest saying  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.**  *The Bishop blesses the new Parish Priest*  The God of peace who brought again from the dead our Lord Jesus Christ,  that great Shepherd of the sheep, through the blood of the eternal covenant, make you perfect in every good work to do his will,  working in you that which is well pleasing in his sight;  and the blessing of God almighty, the Father, the Son, and the Holy Spirit,  be upon you and remain with you for ever. **Amen** |
| \*Delete as appropriate  Omit the Induction section if the appointment is not that of Vicar or Rector  If Priest in Charge or Assistant Minister, use this shorter text without the title ‘The Induction’ | The Induction and/or Installation\* Bishop  Having admitted N to the Cure of Souls in this Benefice / these Parishes, I charge and require you, Archdeacon, to *induct/install*\* *her/him* into this church and benefice. EITHERThe Induction All stand. The congregation turns as the Churchwardens lead the Archdeacon and priest to the church door.  *Archdeacon*  By virtue of this mandate, I induct you, N, into the real, actual and corporeal possession of this church and benefice with all the rights, responsibilities, and opportunities for ministry. The Lord preserve your going out and your coming in, now and always.  **Amen**  The Priest then rings the bell to signify the beginning of her/his ministry in the parish and benefice. (OR) All stand and turn as the Churchwardens lead the Archdeacon and Priest to the main door of the Church.    The Archdeacon says  N, you are now the Priest of this/these parishes, and share its rights, responsibilities and opportunities for ministry. The Lord bless your going out and your coming in, now and always. Amen. |

|  |  |
| --- | --- |
|  | The Installation *The Archdeacon leads the Priest to her/his stall and places her/him in it.*  *Archdeacon*  By this act, N, I install you as the parish priest in the congregation of Christ in this benefice/ these parishes. May you fulfil well the ministry you have received from the Lord. See that you lead your people in the way of holiness and faithful service of God our Father, after the pattern of our Saviour Jesus Christ. Amen. |
| The collection is received by the new parish priest. | The Welcome *The Bishop presents the new Parish Priest to the congregation*  *Bishop*  I present to you N as your new Parish Priest. Remember that you share with him/her in the ministry to which he/she has been called; for as St Peter wrote to all Christians: You are a chosen race, a royal priesthood, a holy nation, God’s own people.  *The Lay Chair of the Deanery introduces the welcomes. The churchwardens welcome the new Parish Priest on behalf of the parish, followed by greetings from representatives of the local community.*  *The new Parish Priest responds.* HYMN *During this hymn a collection will be taken on behalf of the Bishop’s Discretionary Fund* |
| The intercessions should conclude with the Lord’s Prayer with words printed in the order of service | The Intercessions *The new Parish Priest leads the people in prayer*  *The following response may be used*  Lord in your mercy  **All Hear our prayer**  Priest  As our Saviour has taught us, so we pray  **All Our Father…..** (Insert traditional or modern version) |

|  |  |
| --- | --- |
| This section should take place in one central place, e.g. beside the priest’s stall  A table should be close by on which the items can be placed | **Renewing our Vision** *Three representatives from the church community stand before the new minister with symbols of ministry.*  *The Area Dean says*  We offer ourselves anew in the service of God in this *parish/benefice*, in the deanery and across the diocese.  Jesus said, “Go into all the world and make disciples of all nations, baptising them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.”  *(Matthew 28:19-20)*  We pledge ourselves to care for all the people of *this benefice/these parishes* – to announce the Good News of Jesus Christ and invite them into the journey of faith as his disciples.  Growing Disciples wider  *Presenting water for baptism, one representative says*  We welcome you to share with us in telling the story of God’s love, to baptise new disciples and to walk with them in the way of Christ, to nurture them in the faith and equip them to serve Christ in the world.  Growing Disciples younger  *Presenting a large bible, one representative says*  We welcome you to share with us making Christ known in fresh ways to new generations in this parish/benefice, supporting all who care for the young, in families, schools and in our ministry as a *church/churches* teaching the faith and growing disciples of all ages.  Growing Disciples deeper  *Presenting bread and wine, one representative says*  We welcome you to share with us in deepening our partnership in the gospel with all Christian people, nourishing our life together through word and sacrament, that we may grow into the full likeness of Christ in faith, hope and love.  *When all the symbols have been presented, the new minister responds*  In the power of the Holy Spirit,  may we continue to join together in the transforming mission of God,  growing disciples wider, younger and deeper,  through Jesus Christ our Lord.  All Amen. |

|  |  |
| --- | --- |
| The Parish Priest, Bishop, Bishop’s Chaplain, Churchwardens, Registrar and Archdeacon go to the main door  Insert details of Reception and forthcoming services.  Also CCLI number | All stand The Blessing and Dismissal *Bishop*  May the God of hope fill you with all joy and peace as you trust in him,  so that you may overflow with hope by the power of the Holy Spirit;  and the blessing of God Almighty, the Father, the Son and the Holy Spirit,  be among you and remain with you always. Amen.  *SONG/ HYMN*  *During this hymn/song the Bishop’s Procession moves to the main door of the Church*  *Parish Priest*  Go in peace to love and serve the Lord.  **All**  **In the name of Christ. Amen** |