

Organising a Service of Licensing of a Priest

Notes for Area Deans, Churchwardens,
Deanery Administrators & others helping
to plan the service



TABLE OF CONTENTS

A: Planning the Service	2
Post Title	2
Invitations	3
Order of Service	3
Sung Worship	4
Readings and Sermon	4
Greetings	4
Renewing your Vision	4
Further Notes	4
Rehearsal	5
B: Staging the Service <i>(please note that this will be covered during the rehearsal)</i>	6
C: Enacting the Service	8
Processional Orders	8
Collection	10
Timeline	11

For any queries or further guidance in relation to Planning and Staging the Induction, Collation or Licensing of a Priest, please contact the Bishop's Chaplain (chaplain@southwell.anglican.org).

If there is no chaplain please contact bishop@southwell.anglican.org and you will be redirected to the most appropriate place for your query.

A: PLANNING THE SERVICE

The date for the service will be organised by the Archdeacons' Support, in conversation with the parish, the appointed priest and the bishops' office.

Soon after an appointment and a date for the service have been announced the Chaplain will contact the Church Wardens, Area Dean and Deanery Administrator providing this document and directing to further key documents, that can be found on [Licensing Services - Diocese of Southwell & Nottingham](#).

These include:

- Appendix 1: Editable Invitation Template
- Appendix 2: Editable Priest-in-Charge Licensing Service
- Appendix 3: Editable Vicar Licensing Service
- Appendix 4: Editable Rector Licensing Service
- Appendix 5: Engagement Form
- Appendix 6: Template Licensing Service
- Appendix 7: Example Order of Service – St Mary's in the Lace Market (choral)
- Appendix 8: Example Order of Service – St Paul's Carlton (informal)

POST TITLE

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...

Please address any queries about the wording of the invitation to the Bishop's Chaplain, especially in the case of shared patronage, Team Vicars or Lay Ministers.

The following Titles should be used for these roles on the invitation/OS:

- The Bishop of Southwell and Nottingham – The Right Reverend Paul Williams
- The Bishop of Sherwood – The Right Reverend Dr Andy Emerton
- The Archdeacon of Nottingham – The Venerable Phil Williams
- The Archdeacon of Newark – The Venerable Tors Ramsey
- The Associate Archdeacon – The Reverend Canon Dr Richard Kellett

INVITATIONS

An editable invitation can be found in Appendix 1.

The Churchwardens should arrange to send **Invitations** to:

- The Bishop leading the service, the Archdeacon, Registrar, the Patron (as appropriate), Area Dean and Lay Chair
- Clergy (including Retired), 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
- Appropriate civic and community leaders, including the chair/mayor of the local authority.

The Area Dean should discuss with the churchwardens and incoming priest as to whether or not Clergy and Readers will be invited to robe and process for the service. This may depend on local custom for Sunday worship in the parish. A note should be included on the invitations.

If robing and processing, Clergy and Readers should be given instructions about where to gather. Customary dress: cassock, surplice, preaching scarf.

An RSVP should be specified on the invitation, e.g. 2 weeks in advance of the service.

An example of wording for the invitation may be found in Appendix 1.

ORDER OF SERVICE

The Area Dean should liaise with the new parish priest and the Churchwardens over the **Order of Service**:

- **The wording and what is included in the Order of Service depends on the post (see above)**
- **Appendix 2 sets out the whole licensing service**
- **Appendices 3-5 are editable licensing services for each role.**
- **Appendix 6 Engagement Form for the Bishop**

As with the invitation, 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, all Christian names should be used in the declarations – otherwise their first name is sufficient.

A draft of the service, including its cover, and any suggestions for a reading, should be sent to the Bishop's Chaplain at least a week before the rehearsal.

SUNG WORSHIP

The Church Wardens and new parish priest should liaise regarding the choice of hymns and music, and whether to include any optional sections. Consideration should be given to the context.

Please let the Archdeacon's Support know if a contemporary worship leader would be helpful for this service. The Diocese has two contemporary worship leads who are able to work with your existing musicians or lead themselves and would be delighted to serve in this way if it is appropriate. They would want to discuss suitable songs, and view the church and sound system prior to the service.

READINGS AND SERMON

The choice of reading rests with the person preaching, which is at the invitation of the bishop.

When choosing the person to read please do consider involving a range of people in the service including young people etc.

GREETINGS

The Area Dean and Churchwardens should decide who will give greetings during the service. Ideally there should be no more than six, including the Lay Chair, a Churchwarden, representative of other churches, a civic representative. It is also good to include local schools.

Those giving greetings should be encouraged to be warm and brief (2 minutes)! They should also be well briefed about the new parish priest and their family. Other welcomes will appropriately take place at the reception after the service.

RENEWING YOUR VISION

For more formal contexts, alternative wording could be used – please see the St Mary's in the Lace Market Example.

FURTHER NOTES

If the Registrar is unable to be present, their sections will be read by the bishop.

Check who from the Archdeacon's Team will be present – it may be that the Associate Archdeacon will attend alongside the Archdeacon, in which case it may be appropriate for them to lead the 'Renewing our vision' section.

Where there is no Area Dean it may be appropriate for the (Associate) Archdeacon to do the initial welcome at the beginning of the service.

Where there is no Lay Chair, it may be appropriate for the Area Dean to lead the greetings, if neither are able to be present then it may be for the (Associate) Archdeacon to lead this section.

For a Priest in Charge, there is no ringing of the bell. It is also frequently the case that a patron will not be present for a Priest in Charge.

REHEARSAL

A full rehearsal should be conducted by the Area Dean or Chaplain, and ideally involve the Churchwardens, the organist/worship leader, whoever has been organising the Order of Service and whoever is responsible for seating arrangements. The draft Order of Service should be received at least a week prior to the rehearsal, and the rehearsal should be at least a week before the Service to ensure time to make alterations to the Order of Service.

B: STAGING THE SERVICE

Please note that this will be covered during the rehearsal.

- The Bishop's Party (Bishop, Archdeacon, Registrar, Patron, Area Dean, Lay Chair, Bishop's Chaplain, Churchwardens) should robe and assemble on site in a separate room/space from the choir, servers, parish and visiting ministers (if others are also robing).
- If possible, hanging space should be provided for the Bishop's robes, and those of his party.
- Seats should be reserved for civic dignitaries, local church and community leaders.
- If Clergy and Readers are robing and processing seats should be reserved for them. These should be easy to process in and out of. If there is no choir, robing ministers may be seated in the choir stalls.
- A chair should be placed centrally for the Bishop to sit on. A kneeler should be available to be placed in front of the chair when required – and removed during the Installation.
- A seat near the Bishop should be reserved for his chaplain.
- Seats should be reserved at the front of the church for the Patron, 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 (moving to the Priest's stall once installed).
- Seats 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.
- A table should be placed nearby for the signing of the oaths. The Registrar will provide a New Testament.
- Arrangements should be made for the provision of microphones where appropriate. Where radio mics are available these should be given to the Bishop, the incoming Priest and Archdeacon. Alternatively, the Archdeacon might use a roving mic from the far door.
- Other items can be presented from the lectern, the sermon could be delivered from the lectern, or the pulpit if that is usual in the context.

- Paper Orders of Service should be provided for the Bishop's Party.
 - If it is desired to use the screens for the congregation, please include liturgy so that everyone can join in the responses.
 - Thought should be given to those unable to see screens and restricted viewing seats.

- Where the parish does not have a suitable printer please liaise with the deanery administrator regarding printing costs. They will be able to provide estimate costs depending on the number required, the size of the print and whether it is to be colour/black and white.

C: ENACTING THE SERVICE

PARKING & PRE-SERVICE

Parking should be reserved for each member of the Bishop's Party, and location communicated.

- The Bishop/Archdeacon says the vestry prayer a few minutes prior to the start time.

Initial Welcome from Area Dean – should include welcome, invitation to reception following service, and further instructions/notices (e.g. Fire/ loos/ song words if screens are used)

- The Area Dean/Bishop/other appropriate person announces the hymns/songs until the new Parish Priest is installed. Once installed, the parish priest announces them.

PROCESSIONAL ORDERS

- Procession. Depending on numbers there may be more than one procession. Depending on tradition, it may be decided that a procession is not required.

If appropriate the first procession can take place five minutes before the service starts.

- Choir (*if applicable*)
- Readers and Visiting Clergy
- Representatives of other churches
- Clergy and Readers from the parish(es)

The Bishop's Procession (during the first hymn/song)

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

Patron (if present, if not then the Archdeacon) and the parish priest designate

Area Dean and Lay Chair

(Associate) Archdeacon and Registrar

Churchwardens

Bishop

Bishop's Chaplain

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

THE SERVICE

- The Churchwardens remain in front (and to the side) of the Bishop's chair. The bishop turns and faces them, and bows. They bow and return to their places.

- 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.
- The rubrics in the service should be followed, with the following comments:
 - a) After the priest is blessed by the Bishop, the Churchwardens lead as the Archdeacon leads the priest to the door.
 - b) The Greetings. These are chaired by the Lay Chair or Area Dean. It is helpful for each person to be introduced clearly and by name. The priest can be joined by her/his spouse/children for this section. Please check what is the priest's family preference and let the bishop know. The new parish priest should respond briefly to the greetings.
 - c) The new parish priest gives simple notices, including the times of the next Sunday's services. The new parish priest announces the hymn and collection (if taken during the service).
 - d) The new parish priest receives the collection (if appropriate), ideally before the hymn has ended.
 - e) Those reading should be in position in good time.
 - f) The Incumbent announces the final hymn. Before the end of the hymn the Bishop's Procession moves to the back of Church to be in position for the Dismissal at the main door.

The processions leave in the following order.

The Bishop's Procession

- The Churchwardens
- Bishop & New Parish Priest
- Bishop's Chaplain
- Registrar & Archdeacon
- Area Dean & Lay Chair
- Where appropriate, when the service has ended, the following procession leaves:
 - Cross-bearer and acolytes (*if this is the custom*)
 - Choir (*if applicable*)
 - Clergy and Readers

This special service represents a new season in the life and ministry of the benefice and the wider church.

POST-SERVICE

Immediately after the service, the Bishop's party return to the front of the church/outside the church to take photos.

In some instances a professional photographer is sent by the diocese, it is then helpful to know whether there are any people who would prefer not to have their photo taken.

COLLECTION

After the service, normal church process should be followed to count any monies received. The amount of the collection and associated Gift Aid should then be banked by the church and sent to Jubilee House by BACs transfer or cheque:-

BACs transfer to:
Southwell & Nottingham Diocesan Board of Finance
Sort Code: 30-96-18
Account Number: 02919360

Reference: [Parish Name] – Licensing 202X

If it is preferable to issue a cheque, please make this payable to ‘Southwell & Nottingham Board of Finance’ and send it to the Finance Office, Jubilee House, 8 Westgate, Southwell, NG25 0JH, stating it is for the Bishop’s Discretionary Fund.

A QR code for online transfer is also to be included in the Order of Service.



If requested, envelopes will be posted out to the Treasurer a week before the service, or provided by the Bishop’s Chaplain. Please retain the Gift Aid envelopes and cash on the plate form for your records and return any unused envelopes at the end of the service with the Bishop’s Chaplain or member of the Bishop’s party.

If you have any questions about anything in this leaflet please contact the Bishop’s Chaplain.

TIMELINE

● APPOINTMENT IS MADE

● Archdeacon's Office contacts the Parish/Priest designate/Bishop's Office regarding Licensing date.

● Once licensing date is set, Bishop's Office/Area Dean send information about organising service.

● Invitations sent out by parish (with deadline to RSVP)

● Relevant individuals invited to bring greetings.
Hymns/songs are chosen, reader invited.
Bishop's Office provide details of speaker and readings.
Rehearsal date confirmed.
Order of Service is compiled.

● **AT LEAST ONE WEEK BEFORE REHEARSAL** ● The draft OS is sent to the Bishop's Office / Area Dean for checking

● **AT LEAST ONE WEEK BEFORE SERVICE** ● Rehearsal led by Area Dean / Bishop's Office

● Amendments to the Order of Service are made.

● **20 MINS BEFORE SERVICE** ● The Bishop's Party arrive

● **5 MINS BEFORE SERVICE** ● Bishop's Party pray with the priest designate

● **LICENSING SERVICE** ● After the service: photos are taken, refreshments served