

**Guidance notes for those preparing a service of  
INSTALLATION OF A PARISH PRIEST in the Horsham and Chichester Episcopal Area**

*Institution or Collation is the rite at which the Bishop commissions the ministry of a new incumbent and commits to him/her the “cure of souls” (spiritual care) of the parish. An incumbent may be either a Rector or Vicar - these words are now virtually synonymous.*

*The term “institution” is used if the patron (i.e. the person with the right to nominate the incumbent) is someone other than the Bishop.*

*Induction by the Archdeacon follows. This refers to the official entrusting of the incumbent with the material resources of the parish.*

When the parish priest is described as “priest-in-charge” or “minister of a conventional district”, the rite is described as “**licensing**”. In such cases there is no induction.

**NOTES ON THE SERVICE**

*This order is for use with Common Worship.*

*The Readings should normally be those set for the day in the Common Worship lectionary, unless the Bishop directs otherwise.*

*Hymns and anthems should be appropriate to the occasion.*

*The Liturgical colour should normally be white.*

*The Bishop presides and preaches.*

*The service is not concelebrated.*

*The order of procession may be as follows:*

*Choir*

*Cross*

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*Readers and Licensed Lay Workers*

\*

*Visiting Clergy and Ministers*

*Rural Dean*

*Priest*

*Archdeacon*

*Churchwardens*

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*Bishop*

*Bishop’s Chaplain*

*(\*A deacon, bearing the Book of the Gospels, may lead the procession. Alternative positions are indicated by asterisks.)*

Notices relating to the service itself are printed on the service paper; notices should not be announced before the service except for a brief introduction by the Rural Dean. Gathering music may be played or sung as the congregation arrives.

*INTROIT HYMN Printed in full*

Bishop In the name of the Father and of the Son and of the Holy Spirit  
**People Amen**

Bishop Peace be with you.  
**People And also with you.**

The Bishop introduces the service.

*The congregation remains standing as the new Priest is presented to the Bishop by the Patron or the Rural Dean or Archdeacon*

Right Reverend Father in God, we present to you N N to be admitted to the cure of souls in this parish.

*The Bishop addresses the congregation*

This is an important moment in the life of your parish community, as you receive a new pastor to serve you in your discipleship. You must first declare your commitment as baptized Christians to worship and serve God.

Will you continue in the apostles' teaching and fellowship, in the breaking of bread, and in the prayers?

**People With the help of God, we will.**

Will you persevere in resisting evil, and, whenever you fall into sin, repent and return to the Lord?

**People With the help of God, we will.**

Will you proclaim by word and example the good news of God in Christ?

**People With the help of God, we will.**

Will you seek and serve Christ in all people, loving your neighbour as yourself?

**People With the help of God, we will.**

.Will you acknowledge Christ's authority over human society, by prayer for the world and its leaders, by defending the weak, and by seeking peace and justice?

**People With the help of God, we will.**

Bishop Good people, N N, has been duly presented and approved for appointment as *PP* of *MMM*, but before he/she is admitted he/she must declare his/her allegiance to the Christian faith as the Church of England has received and proclaims it.

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 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, N N, 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 administrations of the sacraments, I will use only the forms of service which are authorised or allowed by Canon.

*(In the case of a collation/induction by the Bishop, the priest must also take the Loyal Oath*

*I, NN, do 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.)*

*The priest holds the New Testament in his/her right hand and takes the oath of Canonical Obedience as follows:*

I, N N, do swear by Almighty God that I will pay true and canonical obedience to the Lord Bishop of Chichester and his successors, in all things lawful and honest; so help me God.

*Glory to God in the highest* may be sung/said in an approved setting except in Lent or Advent **printed in full**

Bishop Let us pray for *NN* and for this parish to be committed to his/her care:

*A period of silent prayer*

Almighty and everlasting God, by whom all virtues are given and perfected, give your grace, we pray you, to your servant, N, that he/she may worthily fulfil the charge now to be committed to him/her Give him/her vision, courage and love; that, following in the steps of Jesus Christ, he/she may lead your people to serve your kingdom and to share its joy; through our Lord Jesus Christ, your Son, who lives and reigns with you and the Holy Spirit, God, for ever and ever.

**People Amen.**

*All sit for the first reading.*

*( Can be Old or New Testament dependent on number of readings and printed in full with response)*

*A short psalm or hymn may be sung.*

*(There may be a second reading printed in full with response.)*

*An acclamation may herald the Gospel reading*

*which should be read by a Deacon if present or if not present by the Archdeacon.*

*All stand for the Gospel. (Printed in full with responses)*

*All sit for the SERMON by the Bishop*

**INSTITUTION or LICENSING**

*Immediately after the sermon, all stand to sing the following hymn (Tune: Tallis' Ordinal)*

**O Holy Spirit, Lord of grace,  
Eternal source of love,  
Inflame, we pray, our inmost hearts  
With fire from heaven above.**

**As thou dost join with holiest bonds  
The Father and the Son,  
So fill thy saints with mutual love  
And link their hearts in one.  
To God the Father, God the Son,  
And God the Holy Ghost,  
Eternal glory be from man,  
And from the Angel-host.**

Bishop God's love for the world is perfectly revealed in Jesus Christ. In word and sacrament this love is made real and present throughout the ages. Let us now respond with reverence and thanksgiving to God's incomparable gifts in the Spirit.

*The Bishop and the Churchwardens lead the new Priest, together with the Rural Dean and the Archdeacon, to the font. The congregation stands. During this and the two subsequent processions (unless the distance is very short) music may be played or verses of a hymn be sung.*

*The following text is read by a parish official*

Jesus said to his disciples, “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, teaching them to observe all that I have commanded you; and lo, I am with you always, to the close of the age.”  
(Mt 28.18-20)

*The Bishop addresses the congregation:*

Here, at the font, we are reminded of the beginning of the new life we receive in Christ. As representatives of God’s people in this parish, will you now solemnly recommit yourselves to the worship of God, to the mission of Christ and to his service for the sake of the world? Will you witness to Christ in your daily lives and accompany those who seek him on their journey of faith?

**People With the help of God, we will.**

*The Bishop addresses the priest:*

You have heard the commitment of Christ’s people. Will you now promise to serve them faithfully in their mission, proclaiming the gospel to those who have not heard it, strengthening those who are already believers and be a steadfast witness to Christ in all circumstances? Will you baptize new believers and constantly hold out Christ’s offer of forgiveness to the penitent?

Priest With the help of God, I will.

*The procession moves to the Chancel step. The following text is read by a parish official*

Listen to St Peter’s words to some of the earliest Christians: “Humble yourselves under the mighty hand of God, that in due time he may exalt you. Cast all your anxieties on him, for he cares about you. Be sober, be watchful. Your adversary the devil prowls around like a roaring lion, seeking someone to devour. Resist him, firm in your faith, knowing that the same experience of suffering is required of your brothers and sisters throughout the world. After you have suffered a little while, the God of all grace, who has called you to his eternal glory in Christ, will himself restore, establish and strengthen you.” (I Peter 5.6-11)

*The Bishop addresses the congregation*

Being a Christian means first of all receiving with gratitude God’s generous grace for every moment of our lives. It is by God’s gift that we exist, that we believe and are able to know, love and serve Christ. Will you, as representatives of this parish, be faithful hearers of God’s holy word? Will you pray with and for your priest, bearing on your hearts before God the needs of the Church and the world? Will you do all in your power to make this parish a place of welcome and hospitality? Will you support those who come to the church for marriage and stand by those in need of love and encouragement?

**People With the help of God, we will.**

*The Bishop addresses the priest:*

It is the duty of the priest to preach the gospel, to expound the scriptures and to teach Christ's people. He/she must minister God's love to the members of his/her parish at every stage in their lives. He/she is to prepare the baptized for confirmation, pronounce God's blessing on those who marry; absolve the penitent, bury the dead and console the bereaved. He/she works with his/her fellow Christians in the support of those in need, in visiting the sick and the prisoners, and in guiding the bewildered and anxious. As pastor, he/she has a particular responsibility to promote by word and example the peace and unity of the Church. Will you do these things gladly and willingly?

Priest With the help of God, I will.

*The Bishop and the priest enter the sanctuary, accompanied by the Archdeacon and the Rural Dean. One of the following texts is read by a parish official*

St Paul wrote to the church in Corinth, "I received from the Lord what I also delivered to you, that the Lord Jesus on the night when he was betrayed took bread, and when he had given thanks, he broke it, and said, "This is my body which is for you. Do this in remembrance of me." In the same way also the cup, after supper, saying, "This cup is the new covenant in my blood. Do this, as often as you drink it, in remembrance of me." For as often as you eat this bread and drink the cup, you proclaim the Lord's death until he comes." (I Cor. 11.23-26)

*Standing near the altar the Bishop addresses the congregation*

Christ invites his people to gather round his table, to celebrate his own life-giving death and resurrection, and, looking forward to the heavenly banquet, to be united with him and each other in the breaking of bread. Will you accept his invitation with glad and grateful hearts, resolved to imitate his own pattern of self-giving love?

**People With the help of God, we will.**

*The Bishop addresses the priest*

It is your duty and your joy to preside at the Lord's table and lead his people in worship, offering with them a spiritual sacrifice of praise and thanksgiving. You are to pronounce God's blessing on his people, and, in Christ's name, to send them out to be his servants in the world. Will you do this gladly and willingly?

Priest With the help of God, I will.

Bishop May God who has moved you all to make these promises fill you with his Holy Spirit that you may perform them faithfully.

**People Amen.**

*The congregation remains standing. The Bishop and priest return to the Chancel step and then the priest kneels before the Bishop, who standing in front of the altar, institutes or licenses him/her, first reading the legal instrument and then giving it to him/her with these words:*

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.

**People Amen.**

*The Bishop then blesses him/ her:*

Bishop May God the Holy Trinity make you strong in faith and love, defend you on every side, and guide you in truth and peace; and the blessing of God Almighty, the Father, the Son and the Holy Spirit, be upon you and remain with you always.

**People Amen.**

### ***INDUCTION***

Where there is to be an induction the Bishop says:

Bishop N N has been duly and canonically admitted to the Cure of Souls in this parish. Let him/her now be inducted into the possession of this church and benefice.

The Bishop then goes to his seat in the sanctuary and the Rural Dean returns to his/her seat.

The Churchwardens conduct the Archdeacon and Incumbent to the principal door of the church.

The Archdeacon, placing the Incumbent's hand upon the key or handle, says:

I induct you into the real, actual and corporal possession of the Rectory (or Vicarage) and Parish Church of ..... with all the rights, members and appurtenances thereunto belonging.

The Incumbent locks and unlocks the door and tolls the bell, to signify his taking possession.

The Churchwardens conduct the Archdeacon and Incumbent to the latter's stall.

The Archdeacon places the Incumbent in his/her stall with the words:

The Lord preserve your going out and your coming in, from this time forth for evermore.

**People Amen.**

(N.B. If there is no induction, the Archdeacon or Rural Dean places the new priest into his/her stall with the words, “The Lord preserve your going out and coming in from this time forth and for evermore.” and then proceeds immediately to THE PEACE.)

### **THE PEACE**

*The Peace is introduced with a suitable seasonal sentence- printed here*

Bishop The peace of the Lord be always with you.

**People And also with you.**

*During the offertory hymn a collection is taken for the Diocesan Bishop’s Discretionary Fund*

### **THANKSGIVING AND COMMUNION**

*The Thanksgiving Prayer (Presiding Bishop’s choice) should be printed in full in the booklet.*

**All** The Lord be with you  
**and also with you.**

**All** Lift up your hearts.  
**We lift them to the Lord.**

**All** Let us give thanks to the Lord our God.  
**It is right to give thanks and praise.**

*In prayers A, B and E the following extended Proper Preface should normally be used.*

It is indeed right and good,  
our duty and our salvation,  
always and everywhere to give you thanks and praise  
through your Son Jesus Christ, our great high priest.  
He was lifted up for us on the cross  
that he might reveal your glory and draw all people to himself.  
You exalted him to your right hand on high  
and through your Holy Spirit you sent upon your people  
a rich diversity of gifts.  
From this royal priestly people you raise up ministers  
to proclaim your word,  
to care for your people  
and to be the stewards of your holy mysteries.

You call them to serve the world your Son redeemed  
and build up his body the Church to be his bride.

*Alternatively, one of the following short Proper Prefaces may be used*

And now we give you thanks  
because within the royal priesthood of your Church  
you ordain ministers to proclaim the word of God,  
to care for your people  
and to celebrate the sacraments of the new covenant.

*or*

And now we give you thanks  
that your Son opened the scriptures for his companions  
and made himself known in the breaking of bread;  
he prays for your servants with compassion,  
and blesses with the wounded hands of love.

Therefore with angels and archangels,  
and with all the company of heaven,  
we proclaim your great and glorious name,  
for ever praising you and *saying/singing*:

**All Holy, holy, holy Lord,  
God of power and might,  
heaven and earth are full of your glory.  
Hosanna in the highest.  
Blessed is he who comes in the name of the Lord.  
Hosanna in the highest.**

Lord, you are holy indeed, the source of all holiness;  
grant that by the power of your Holy Spirit,  
and according to your holy will,  
these gifts of bread and wine  
may be to us the body and blood of our Lord Jesus Christ;

who, in the same night that he was betrayed,  
took bread and gave you thanks;  
he broke it and gave it to his disciples, saying:  
Take, eat; this is my body which is given for you;  
do this in remembrance of me.

In the same way, after supper  
he took the cup and gave you thanks;  
he gave it to them, saying:  
Drink this, all of you;  
this is my blood of the new covenant,  
which is shed for you and for many for the forgiveness of sins.

Do this, as often as you drink it,  
in remembrance of me.

Great is the mystery of Faith:

**All**      **Christ has died:**  
            **Christ is risen:**  
            **Christ will come again.**

*or*        Praise to you, Lord Jesus:  
            **Dying you destroyed our death**  
            **rising you restored our life:**  
            **Lord Jesus, come in glory**

*or*        Christ is the bread of life:  
            **When we eat this bread and drink this cup,**  
            **we proclaim your death, Lord Jesus,**  
            **until you come in glory.**

*or*        Jesus Christ is Lord:  
            **Lord, by your cross and resurrection**  
            **you have set us free.**  
            **You are the Saviour of the world.**

And so, Father, calling to mind his death on the cross,  
his perfect sacrifice made once for the sins of the whole world;  
rejoicing in his mighty resurrection and glorious ascension,  
and looking for his coming in glory,  
we celebrate this memorial of our redemption.

As we offer you this our sacrifice of praise and thanksgiving,  
we bring before you this bread and this cup  
and we thank you for counting us worthy  
to stand in your presence and serve you.

Send the Holy Spirit on your people  
and gather into one in your kingdom  
all who share this one bread and one cup,  
so that we, in the company of [ the Blessed Virgin Mary, (parish dedication?),  
St Wilfrid, St Richard of Chichester and all the saints,  
may praise and glorify you for ever,  
through Jesus Christ our Lord;

by whom, and with whom, and in whom,  
in the unity of the Holy Spirit,  
all honour and glory be yours, almighty Father,  
for ever and ever.

**People**      **Amen.**

*THE LORD'S PRAYER*

As our Saviour taught us, so we pray:

**All**      **Our Father who art in heaven  
hallowed be thy name;  
thy kingdom come;  
thy will be done  
on earth as it is in heaven.  
Give us this day our daily bread.  
And forgive us our trespasses,  
as we forgive those who trespass against us.  
And lead us not into temptation;  
but deliver us from evil.  
For thine is the kingdom,  
the power and the glory,  
for ever and ever.  
Amen.**

*The bishop breaks the consecrated bread.*

We break this bread  
to share in the body of Christ.

**All**      **Though we are many, we are one body,  
because we all share in one bread.**

Agnus Dei sung/ said

Lamb of God you take away the sin of the world, have mercy on us

Lamb of God you take away the sin of the world, have mercy on us

Lamb of God you take away the sin of the world, grant us peace

Bishop      Jesus is the Lamb of God who takes away  
The sin of the world.  
Blessed are those who are called to his supper.

**All**      **Lord, I am not worthy to receive you,  
But only say the word and I shall be healed**

*The Church of England welcomes to Holy Communion baptized and communicant members of other Trinitarian churches. Others, including those prevented by conscience or the rules of their own church from receiving Holy Communion are invited to come*

*forward for a blessing. Please keep your hands together and your head bowed to indicate your wish to receive a blessing. During the Communion, members of the congregation are asked to leave their places as directed by a sidesman. Hymns and/or choir anthems may be sung.*

## CONCLUSION

*Post-Communion prayer(Printed in full)*

*This should be the prayer provided for the day.*

*The Parish Priest gives out any brief notices from their stall and leads the congregation in the Prayer of St Richard of Chichester.*

**Thanks be to thee, O Lord Jesus Christ  
for all the benefits which thou hast given us,  
for all the pains and insults which thou hast borne for us:  
O most merciful Redeemer, Friend and Brother,  
may we know thee more clearly,  
love thee more dearly  
and follow thee more nearly. Amen.**

## THE BLESSING

Bishop The Lord be with you.

**People and also with you**

Bishop May God the Father who created you fulfil in you his heavenly purpose.

**People Amen.**

Bishop May God the Son who redeemed you be always present with you, to guide and support you in the work which you shall do for him and his Church.

**People Amen.**

Bishop May God the Holy Spirit, who sanctifies and strengthens you, fill your hearts and minds with all courage, love, wisdom, patience, strength and perseverance, for the faithful performance of God's most holy will.

**People Amen.**

Bishop The blessing of God Almighty, the Father, the Son and the Holy Spirit, be among you and remain with you always.

**People Amen.**

**(Deacon)** Go in peace to love and serve the Lord.

**People In the name of Christ. Amen.**

*The Recessional Hymn **Printed in full***

*It is appropriate that the parish priest walk beside the Bishop.*

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