

INDUCTION SERVICES – NOTES FOR RURAL DEANS AND CHURCHWARDENS

N.B. Throughout these notes the word "*incumbent*" is in italics to indicate that on occasion it might be a priest-in-charge or a Team Vicar or some other minister.

1. The person responsible for the service is the Rural Dean. S/he should meet the wardens as soon as a date is settled for the service and talk everything through with them..
2. In a multi-parish benefice there should be a discussion between the Rural Dean and the Churchwardens about which of the parish churches to use.
3. A rehearsal should be arranged which is taken by the Rural Dean. The Bishop and the Archdeacon do not attend but all the other key people should be present.
4. The reading is chosen by whoever is preaching at the service. The hymns are chosen by the new *incumbent* in consultation with the parish. The liturgical colour is white, unless the Bishop directs otherwise. Sensible seasonal variations (e.g. the Blessing) may be used. Clergy should robe in "choir habit".
5. The Collection at the Service is for The Bishop of Guildford's Foundation. It is taken during the last hymn and received by the new *incumbent*.
6. Invitations* should be sent out well in advance. Those invited should include ...
 - The family and personal friends of the new *incumbent*
 - Clergy and Churchwardens of his/her former parish
 - A general invitation to his/her former parishioners (but numbers may have to be monitored)
 - Ecumenical representatives
 - The wives of the Bishop and the Archdeacon
 - The Clergy and Readers of the Deanery
 - Representatives of the local community, especially the mayor and local councillors; head teachers, key leaders
 - If there is a particular relationship with (say) the next door parish – the clergy and churchwardens of that parish

*A draft invitation will be found in the Vacancy Pack issued to Churchwardens.

7. Seating should be discussed. Whilst courtesy might suggest that those coming from the new *incumbent's* former parish should have the best seats, in this instance the new parishioners and community should be seated in the main body of the church. The new *incumbent's* immediate family should sit in the front row on one side, leaving a space for the *incumbent*-designate at the end of the row. Seats should be reserved for VIPs and invited guests.
8. Car parking needs to be planned. Spaces should be reserved for the Bishop, the Archdeacon and the Rural Dean and they need to be told where that is!

9. Arrangements should be made for clergy/reader robing. The Bishop, (Bishop's Chaplain), Archdeacon and New *Incumbent* robe in (say) the vestry and the visiting clergy somewhere else that is convenient.
10. In drafting the order of service (see the pages which follow) please personalise it as appropriate (i.e put in Christian names of new priest, name of parish(es) etc). The words of the hymns should be printed within the service and where rubrics permit alternatives only print that which applies!!
11. At the beginning of the service the Rural Dean escorts the *incumbent*-designate to his/her place at the front, then welcomes everyone and announces the first hymn.
12. The Order of Procession is usually:

(Crucifer)
 (Acolytes)
 Choir
 Ecumenical guests
 Readers
 Visiting Priests and Clergy
 Deanery Clergy
 (Team/Parish Clergy)
 Patron
 Rural Dean
 Archdeacon
 Churchwardens
 The Bishop
 Bishop's Chaplain

The new incumbent walks beside the Bishop as the procession leaves at the end of the service.

13. Before the service a small table should be placed near the chancel step on which are placed a Bible, and a pen for signing the declaration and oaths.
14. A decision needs to be made about whether there will be a procession round the church during the service (to font, altar etc) or whether symbols of ministry are to be brought up and presented at the Chancel Step. If the latter then a table to receive the symbols of ministry should be placed to one side near the chancel step.
15. The symbols of ministry are brought to the priest by members of the parish – with a range of ages, male and female – from the lectern, baptismal font, altar table & main door.

16. The Welcomes

i) Who?

It is very important that a balance is struck between having far too many people come up and welcome/greet the new *incumbent* and having too few. The following should always be asked:

- The Churchwardens (on behalf of the parish(es))
- Other clergy and readers of the parish (if there are several, one person on behalf of all of them)
- If a group/team ministry: the other clergy in the group/team
- The Rural Dean (on behalf of the Chapter)
- The Lay Chair (on behalf of the whole Deanery)
- Someone representing ecumenical links
- The Mayor (or local councillor) on behalf of the local community

Others who might be asked include:

- The head teacher of the church school
- Someone representing children and young people in the church
- Leaders of key organisations

ii) How?

- a) A decision needs to be taken (with their agreement) as to whether the new *incumbent's* spouse and family are invited to join him/her at the chancel step. (This is a sensitive issue as some clergy families have said they won't attend if this happens and others feel very hurt if excluded!!!)
- b) There are a number of ways that this can be staged:
 - o The Rural Dean "compères" the event, calling up the different people in turn
 - o The Rural Dean asks all those who are welcoming to come to the front and address their welcome together
 - o The Rural Deans asks those who are welcoming to stand in their places and speak together
- c) Whatever way it is staged, it is important that it is clear to the congregation who it is that is speaking and who they represent and that they can be heard!
- d) This is a key point in the service for a measure of informality which many value.

17. At the end of the service the new *incumbent* and the Bishop should not stay at the door to meet people, instead everyone should have been encouraged to move to the reception as quickly as possible.

18. The Reception and other hospitality

- a. Consideration should be given to providing some sort of refreshments before the service to any coach parties etc from the previous parish particularly if they have come a long way.
- b. An invitation to everyone to come for refreshments after the service should be printed at the end of the order of service and underlined by the new *incumbent* when s/he gives out the notices during the service
- c. At the reception afterwards it is suggested that three very brief speeches be made as soon as everyone has arrived:
 - i. The Rural Dean thanking all those who have helped during the vacancy (list of individual names to be supplied by the Churchwardens)
 - ii. One of the Churchwardens informally welcoming the new *incumbent* and his/her family
 - iii. The new *incumbent* replies.

THE ORDER OF SERVICE

The Service booklet should be printed in font size 12 (or above). It should be paginated and there should be large print editions available. Care should be taken in choosing the colour of the paper on which it is printed (white is the safest) in order to help those whose vision is impaired.

The words of the hymns should be included in the text of the service

FRONT PAGE OF BOOKLET

Name of Parish
Diocese of Guildford
Picture of the Church
Name of service is Celebration of a New Ministry
Either The Institution/Collation and Induction of an Incumbent
or The Licensing and Installation of a Team Vicar or Priest-in-Charge
Name of Priest
to the Cure of Souls by
Name of Bishop
and the installation by
Name of Archdeacon
on date time
in Parish Church of N

BACK INSIDE PAGE OF BOOKLET

Notes

The Institution of a Rector or Vicar (called Collation when the Bishop himself is Patron) and the Licensing of a Team Vicar or Priest-in-Charge are performed by the Bishop, who thereby commits to the priest the Cure of Souls, or the spiritual care of the parish.

The Induction of a Rector or Vicar who has been instituted by the Bishop is performed by the Archdeacon or his deputy, (and gives the Incumbent possession of the temporalities of the parish.)

The term Priest is used in the order of service to signify a Rector, Vicar, Team Vicar, or Priest in Charge.

There should be a collection for, and a paragraph about, The Bishop of Guildford's Foundation. At the request of Bishop Christopher please include the following paragraph in the order of service (See page 14):

As Christians we are called to live as Christ did and to be concerned for those who have social needs, are marginalised or victims of injustice.

The Foundation seeks to encourage and support the development of practical expressions of this concern. It supports projects that address needs at a local level, with the support of local churches, and are committed to their local communities. The Bishop of Guildford's Foundation relies on your donations to continue its work. If you are interested in our work, please visit our web site www.bgf.org.uk or contact us on info@bgf.org.uk"

INSIDE FRONT COVER

About this service

Christian life and work are always undertaken in partnership with others. First and foremost there is the partnership between God and the 'people of God', that is the whole Church, clergy and laity together. However in each congregation there is also a partnership between the ordained ministry and the lay members, each with their individual gifts. Partnership, therefore, is the theme of this service.

Appointment

The priest was appointed as the conclusion of a process of discernment and prayer. This included the preparation by the Parochial Church Council of a statement of the needs and traditions of the parish, and meetings with the elected parish representatives who, together with the Bishop, agreed to the appointment.

Brief CV of new priest and family

Before the service begins you may wish to spend some time in prayer:

Remember all who have worshipped and ministered here in the past

Pray for all who worship in the parish(es) today

Pray for the new priest and his/her family

Pray for all who live and work in this neighbourhood

Pray for yourself, your worship and witness

RIGHT SIDE 1ST PAGE (NOT THE COVER)

THE GATHERING

Before the service begins the Rural Dean escorts the incumbent-designate to his/her place in the front row, welcomes everyone and announces the first hymn

Hymn *during which the Procession enters*

The Greeting and Introduction

Remain standing

Bishop The grace of our Lord Jesus Christ,
the love of God and the fellowship of the Holy Spirit
be with you all.

All And also with you.

Bishop There are varieties of gifts
All but the same Spirit who gives them;

Bishop There are varieties of service
All but the same Lord;

Bishop There are varieties of activities
All but it is the same God who achieves his purpose in everyone.

Bishop To each is given a manifestation of the Spirit
All to use for the common good.

The Bishop welcomes the congregation and introduces the liturgy

Remain standing

THE PREPARATION

We have come together, as the family of God, to admit *N* to have pastoral leadership of this *parish*. The Church is the priesthood of all believers, each with their own ministry. Therefore let us hear and receive God's holy Word, that each of us may be renewed in our ministry, to which we are called through baptism, as part of the Body of Christ.

The Bishop introduces a short period of silence

The Collect

God our Father,
Lord of all the world,
we thank you for calling us through your Son Jesus Christ
into the fellowship of your universal Church.
Hear our prayer for your people
that each in their vocation and ministry
may be an instrument of your love.
Give to your servant *N* the needful gifts of grace
for the good of your Church and the welfare of all people,
through Jesus Christ our Lord.

All Amen.

THE LITURGY OF THE WORD

All sit

The Reading

[A reading from...

At the end of the reading

All This is the word of the Lord
Thanks be to God.]

The Sermon

Hymn

During the singing of this hymn, the Patron or Rural Dean if the Bishop is Patron, then brings the new priest to stand before the Bishop.

THE PRESENTATION

All sit

Patron Bishop *Christopher/Ian*, I present to you *N* to be admitted to have the care of God's people in this parish as their *priest* and request that you will *institute/license him/her* to this charge.

Churchwarden On behalf of the Parochial Church Council, we welcome this appointment.

Bishop I accept your presentation and pray that God's blessing may rest upon this parish. I am glad to admit *N* whose name has been publicly made known and whose character and conduct have been commended to me. Before I give *N* responsibility for the pastoral care of this parish, I ask *him/her* before God and this congregation, to renew the promises made at ordination to Christ as a priest of his Church.

Bishop *N*, at our Ordination we accepted the responsibility of priesthood out of love for Christ and his Church. Are you resolved to follow Jesus Christ, the Head and Shepherd of the Church, by caring as a true pastor for the people you are now called to serve? Will you seek to do all that lies within your power to build up the Church, which is the Body of Christ?

Priest I will, with God's grace.

All stand

Bishop Let us pray, asking God to help *N*, to be a faithful minister of Christ in this place.

Silent Prayer

Bishop Lord, in your mercy
All Hear our prayer.

Bishop *N* will have the pastoral care of this parish but you will share with *him/her* in the ministry of the Church. It is right, therefore, that we should renew our resolve to be faithful servants of our Lord Jesus Christ. Let us remember our calling and pray that we may be faithful in our ministry.

Silent Prayer

Bishop Let us pray together
**All Lord, you have given us minds to know you,
hearts to love you, and voices to praise your name.
Give us grace to offer ourselves freely in your service
that we may faithfully fulfil the worship of your Church,
glorify you in our lives
and share with you in bringing
your Kingdom here on earth. Amen.**

The congregation sit

THE LICENSING

Bishop 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 the people in your care?

Priest I, *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 the public prayer and administration of the sacraments
I will use only the forms of worship which are authorised
or allowed by Canon.

The Oath of Allegiance

The priest holding the Bible faces the people

Priest I, N, do swear that I will be faithful and bear true allegiance
to Her Majesty Queen Elizabeth II,
her heirs and successors according to law: so help me God.

The Oath of Canonical Obedience

The priest holding the Bible, faces the Bishop

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

The priest and bishop then sign a copy of the declaration and oaths

The Bishop hands the Licence to the priest, who kneels

Bishop N, receive this ministry which you and I both share [for a Priest in
Charge] the cure of souls which is both yours and mine; [for an
incumbent]
in the name of the Father, and of the Son, and of the Holy Spirit.

All Amen.

The Bishop blesses the priest and may use the following words

Bishop N, God give you the spirit of holy discipline,
faithfulness and love for all.
The Lord bless you and watch over you;
the Lord make his face to shine upon you
and be gracious to you;
the Lord look kindly upon you and give you peace.

All Amen.

Where the priest is to be inducted:

THE INDUCTION

The Bishop gives the Archdeacon the Mandate of Induction:

Mr Archdeacon, please proceed with the Induction.

The Archdeacon takes the priest by the hand and goes to the main door of the church, preceded by the Churchwardens and the Rural Dean.

The congregation stand and turn to face the door.

The Archdeacon lays the priest's hand on the door and says:

Bishop Will you proclaim the Gospel of Christ
by word and deed in your ministry
and fashion your life in accordance with his teaching?

Priest I will, with God's grace.

**All We accept our calling to share with you and all God's people
in the mission of Christ and the task of evangelism.**

CALL TO CHRISTIAN WORSHIP

Bread and wine are handed to the priest with the words:

Parish representative We bring you this bread and wine as a sign of your
leading the sacramental ministry and worship of this Church.

Archdeacon St. Paul writes to the Christians in Corinth:
'For I received from the Lord what I also handed on to you, that
the Lord Jesus on the night when he was betrayed took a loaf of
bread, and when he had given thanks, he broke it and said,
"This is my body that is broken for you. Do this in remembrance
of me." In the same way he took the cup also, 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 this cup, you proclaim the Lord's
death until he comes. (1 Cor. 11:23-26, NRSV)

Bishop Will you lead and encourage
the people of this place in worship and prayer,
and sharing with them in the sacrament of Holy Communion?

Priest I will, with God's grace.

**All May Christ our Lord unite us in worship,
and fill our hearts with the joy of the Holy Spirit.**

THE WELCOMING OF THE NEW PRIEST

All sit

*The Rural Dean may invite the priest's husband/wife and/or family to join him/her at
the Chancel step.*

*The Rural Dean invites representatives of the parish and community to welcome the
new priest:*

Churchwardens

Young people, representatives of other groups from parish

Other Clergy and Readers from the ministry team

Civic Leaders (by name and office) – schools, hospitals, etc.

Ecumenical Leaders (by name and Church)

Leaders of other faiths

Rural Dean Let us all join together in welcoming *N* to serve this parish as
priest
In the name of the Lord, we welcome you.

The new priest responds to the welcome, gives out any notices (including details of the following Sunday's services) and announces the next hymn:

Hymn *(during which the collection is taken)*

The Blessing and Dismissal

All stand

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

All Amen.

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

All Amen.

Bishop May God the Holy Spirit, who sanctifies and strengthens you,
fill your hearts and minds
with all that you need to serve God faithfully.

All Amen.

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

All Amen.

New priest Go in peace to love and serve the Lord.

All In the name of Christ. Amen.

Everyone is warmly invited to join us in xxxxx for refreshments after the service where there will be an opportunity to meet our new yyyy.