

DIOCESE OF CARLISLE
SERVICE OF INSTITUTION AND INDUCTION,
LICENSING AND INSTALLATION
NOTES

1. The form of service

There are two forms of service to mark the start of a new ministry within a parish/benefice.

- i When a minister is receiving the freehold, that is becoming either the vicar or the rector, the form of service is an Institution, Induction and Installation. The minister is presented by the patrons of the living or their representative, is instituted by the bishop and is then inducted and installed by the archdeacon. If the bishop is the patron, the service is a Collation rather than an Institution.
- ii When a minister is being appointed as priest-in-charge or as team vicar, it is a licensing service. The minister may be presented by the patrons, is licensed by the bishop, and then usually installed by the archdeacon.

If a minister is being licensed to a non-parochial cure, such as a hospital, school or college, these guidelines and the order of service should be adapted to fit the circumstances.

2. Arranging the service

- i The time and date of the service are arranged by the bishop's chaplain or secretary in consultation with the archdeacon, the rural dean, the lay chairperson, the churchwardens, and the patron.
- ii Weekday evening services will normally start at 7.30 pm.
- iii Arrangements for the service are the responsibility of the rural dean in consultation with the churchwardens and the new minister. When a team vicar is being licensed, the responsibility remains with the rural dean, but s/he may wish to delegate certain matters to the team rector within the framework of these guidelines.
- iv The bishop should always be consulted regarding the reading used at the service.
- v Visiting clergy will need to be informed (on the invitation) about the wearing of choir robes and where to robe.
- vi The costs of organising the service are borne by the benefice.

3. Invitations to the service

- i The rural dean should assist the churchwardens in drawing up a list of those to whom invitations should be sent. The following should be included:
 - the bishop
 - the archdeacon
 - the lay chairperson
 - the clergy of the deanery
 - licensed lay ministers of the deanery
 - licensed workers of the deanery
 - other ministers who have assisted during the vacancy
 - churchwardens of the benefice
 - PCC members of the benefice
 - ecumenical contacts
 - civic dignitaries
 - representatives of the local community (e.g. local councillors and head teachers)
 - the new minister's family, friends and former congregation
 - all spouses.

- ii The following is a sample invitation:

**THE PARISHES OF ST FRIDESWYDE, BACKWATER
with ST ROSE OF LIMA, WORSHIP COMMON**

You are invited to the Licensing / Institution / Collation
by the Bishop of Carlisle
and the Installation / Induction and Installation
by the Archdeacon of Carlisle
of

The Revd Thomas Cranmer
as Team Vicar / Priest-in-Charge/ Vicar / Rector
on Tuesday 1 January 2010 at 7.30 pm
in the Church of St Frideswyde

Refreshments in the Church Hall
Clergy are asked to indicate if they will robe (choir dress)
Robing for visiting clergy is in the Parish Hall adjacent to the Church
RSVP (name and address)

- iii Consideration should be given as to whether or not a map needs to be attached to the invitation.
iv It may be appropriate to invite or inform the press.

4. The order of service

- i It is usually best to prepare a special order of service for the occasion, compiled from the material below. A draft should be sent to the archdeacon and to the bishop for approval well in advance. Don't forget to tidy the layout - eg headings at the bottom of a page, or orphaned line at the top of a page
- ii Once agreed with the archdeacon and/or bishop, copies of the finished service booklet should be sent to the bishop and the archdeacon not later than **a week before the service**.
- iii. If any hymns in copyright are reproduced in the service sheet please remember to include your licence number. If you don't have a copyright licence, you may need to use the service sheet and hymnbooks, with the hymn numbers printed out in the service sheet.

5. Call to Ministry

- i This section is an opportunity for creative thinking by the parish/benefice as to what the important symbols of ministry in that place might be. There is a great deal of flexibility and careful thought needs to be paid to the geography of the building, its sightlines and the practicality of moving people around. The order will depend on the architecture of the church. Not every section needs to be used on every occasion, though those referring to the Word of God, to Baptism and to the Eucharist should always be used. Two forms are provided: one allows the minister to remain at the chancel steps while symbols are brought to the front; the second allows for movement round the church.
- ii Those taking part should reflect the spread of ages and backgrounds in the congregation. It is anticipated that the reader in the section relating to the Word of God should be (one of) the Readers in the parish. Perhaps someone involved in Baptism preparation might be involved at the Font, an Eucharistic Minister might bring the paten and chalice to the altar and a Sunday School Teacher at the section for 'Children and Young People'.

6. Before the service

- i Please check whether the Bishop's Chaplain is attending the service. If not, one of the clergy should be appointed before the rehearsal to act as Chaplain. They need to be available in church half an hour before the service time.
- ii The rural dean should arrange a rehearsal for the service. The rural dean, lay chairperson, new minister, and churchwardens, and organist should attend. The importance of the rehearsal cannot be overestimated: the production of service booklets is the less important half of the job, compared with how the liturgy works out 'on the ground'.

- iii Churchwardens may wish to consider special flower arrangements or peals of bells for the service.
- iv Thought should be given as to where cars may park both at the church and at the reception venue. Marshals should be appointed, and the police may need to be informed. Special places should be reserved for the bishop, the archdeacon, the rural dean, the lay chairperson, and any disabled visitors, and a marshal should be on duty to direct them.
- v Adequate robing facilities should be designated for all the clergy and licensed lay ministers, the bishop, and any choir, all of whom will need directing to the designated places. If there are no toilets in the church or a nearby church building, some arrangement may need to be made for visitors, which sides-persons will need to know.
- vi Seats should be carefully reserved in the church for those in the procession and other invited guests. In particular, seats should be reserved together in church for any spouses of the bishop, archdeacon, rural dean, lay chairperson, and patron or patron's representative who are attending. A seat should be reserved for the new minister in the front row/pew, beside the seat for the patron (or patron's representative).
- vii The names of those who have been mainly responsible for taking services or carrying out pastoral care during the vacancy should be given to the bishop in writing before the service so that they may be thanked.
- viii The venue and refreshments for the reception will need careful preparation.

7. During the service

- i Hymns may be printed in the order of service, (see 4 iii above) and with the exception of the first hymn, do not need to be announced. Alternatively, hymn books may be used.
- ii The procession should enter by the longest route during the processional hymn. The order is as follows:
 - Crucifer
 - Servers
 - Choir
 - Visiting Ministers and Ecumenical Representatives
 - Ministers of the parish/benefice
 - Patron or Representative
 - New Minister
 - Rural Dean and Lay chairperson
 - (The bishop's procession)*
 - Archdeacon
 - Churchwardens of all parishes in the benefice*
 - Bishop
 - Bishop's chaplain*
- iii If the patron is not present in person or through a representative, the archdeacon acts as the patron's representative or in the case of a team vicar, the team rector.
- iv A bible, or a copy of the New Testament, a pen, a small table, and a kneeler should be provided for the Oath of Allegiance, the Oath of Obedience and the Declaration of Assent (Canons C13, C14 and C15).
- v Immediately before 'the Peace', the new minister may give out notices. These should relate to services and meetings and (if necessary) give directions to the reception.
- vi A collection should be taken at the service for the Diocesan Growth Fund. Information about the fund may be inserted in the order of service.

8. After the service

- i When the collection for the Diocesan Growth Fund is counted, the money collected can be banked as normal. The cheque (payable to the 'CDBF') together with the donors' empty envelopes should be sent to Church House Carlisle.
- ii At the reception, the rural dean should welcome the new minister, and other invited guests/representatives may add words of welcome to the locality. The new minister should reply and thank people for the welcome!