

DIOCESE OF OXFORD

SERVICES OF INSTITUTION AND INDUCTION, LICENSING, AND INSTALLATION

1 The Form of Service

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

- i) When a priest is becoming team rector, rector or vicar the form of service is an **Institution and Induction**. The priest must be presented by the patron(s) of the living, 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 someone is being appointed as team vicar or priest-in-charge the form of service is a **Licensing**. The priest may be presented by the patron, is licensed by the bishop, and depending on the circumstances may be installed by the archdeacon.

If a minister is being licensed to a non-parochial cure, such as a hospital, school or college, then 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 secretary in consultation with the archdeacon, the area dean, the lay chairperson, the churchwardens, the patron and the Diocesan Registry.
Weekday evening services should be at, 7pm, 7.30 pm or 8 pm.
- ii) Arrangements for the service are the responsibility of the area dean in consultation with the churchwardens and the new minister.
When a team vicar is being licensed, the responsibility remains with the area dean, but s/he may wish to delegate certain matters to the team rector within the framework of these guidelines.
- iii) The area dean should agree with the bishop, the new minister and the churchwardens whether or not there is to be a eucharist.

The bishop should always be consulted as to the readings used at the service. Visiting clergy will need to be informed (on the invitation) about the liturgical colour for a Eucharist (the usual dress should be alb or surplice and stole), or the wearing of choir robes if the service is non-eucharistic.

- iv) The costs of organising the service are borne by the benefice.

3 Invitations to the Service

- i) The area 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.

Civic invitations to the mayor and mayoress and member of Parliament should be issued by a personal letter rather than invitation as below.

- ii) The following is a sample invitation:

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

You are invited to the Collation / Institution / Licensing
by the Bishop of N_____

and the Induction/Installation

by the Archdeacon of N_____

of

The Revd Thomas Cranmer

as Team Rector/ Rector /Vicar /Team Vicar / Priest-in-Charge

on [day] [date] at [time]pm
in the Church of [name]

[The service will take place within the context of the eucharist]
Refreshments in the Church Hall (eg)
Clergy are asked to indicate if they will robe (white stoles / choir dress)

RSVP (name and address for replies)

The correct form for diocesan or area bishops is 'the Bishop of Oxford' or 'Steven Croft, Bishop of Oxford', rather than 'Bishop Steven Croft', 'the Rt Revd Dr Steven Croft', or 'Bishop Steven of Oxford'.

- iii) Consideration should be given as to whether or not a map needs to be sent out with 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, whether or not the service is eucharistic, compiled from the material below. A draft should be sent to the bishop for approval well in advance. Others may also need to approve the service, and this varies across the different Episcopal areas of the diocese. Your area bishop can advise.
- ii) The template for the Order of Service can be found [here](#).
- ii) Once agreed copies of the finished service-booklet should be sent to the bishop and the archdeacon **not later than 2 weeks before the service**.

5 Before the Service

- i) One of the clergy should be appointed before the rehearsal to act as bishop's chaplain, unless advised otherwise. The chaplain needs to be available in church half an hour before the service time. The diocesan bishop has a full-time chaplain who will usually attend and act as chaplain at the service.
- ii) The area dean should arrange a rehearsal for the service. The area dean, lay chairperson, bishop's chaplain, new minister, and churchwardens, organist and servers (if any) should attend. The importance of rehearsal cannot be over-estimated: the production of service-booklets is the less important half of the job, compared with how the liturgy works out 'on the ground'.
- iii) Consideration should be given as to whether or not the anticipated numbers attending will exceed the capacity of the church and if so, whether or not to use an overflow building with a TV link.
- iv) Churchwardens may wish to consider special flower-arrangements or peals of bells for the service.
- v) 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 area dean, the lay chairperson, the patrons and any disabled visitors, and a marshal should be on duty to direct them.
- vi) Adequate robing facilities should be designated for all the clergy, licensed lay ministers and any choir. The chaplain and archdeacon usually robe with the bishop. If there are no toilets in the church or a nearby church building, some arrangement may need to be made for visitors, which sidespersons will need to know.
- vii) 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, area 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).

- viii) 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. An Engagement Form may be used for this purpose.
- ix) The venue and refreshments for the reception will need careful preparation.

6 During the service

- i) Hymns should be printed in the order of service, and with the exception of the first hymn, do not need to be announced.
- ii) The procession should enter by the longest route during the processional hymn. The order is as follows:
 - (Thurifer)
 - (Crucifer)
 - (Servers)
 - (Choir)
 - Visiting ministers and ecumenical representatives
 - Ministers of the parish/benefice
 - (Patron or representative)
 - New minister
 - Area dean and Lay chairperson
 - Archdeacon
 - Churchwardens of all parishes in the benefice
 - Bishop
 - Bishop's chaplain
- iii) The bishop should preside, or the archdeacon as the bishop's commissary in which case everything that applies to bishop applies to archdeacon.
- iv) If the patron is not present in person or through a representative, either the archdeacon or the area dean acts as the patron's representative, or, in the case of a team vicar, the team rector.
- v) 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).

- vi) Either immediately after the Peace (in the case of non-eucharistic services), or before the final blessing and dismissal (in eucharistic services), the new minister may give out notices. These should relate to services and meetings and (if necessary) give directions to the reception. They may also include brief thank-yous. Alternatively, thank-yous can be made by the new minister in the informal setting of the reception.
- vii) A collection should be taken at the service for the bishop of Oxford's Outreach Fund. Information about the fund should be inserted in the order of service (details of projects being currently supported by the fund are available [here](#)). Gift-aid envelopes should be provided in the orders of service or in pews, and are freely obtainable from the Administrator for Christian Giving & Fund Raising Adviser at Church House Oxford.
- viii) If the service is a eucharist, breads should be counted in a ciborium or box beforehand and there should be plenty of wine and water. Wherever possible, laypeople from the congregation should assist in the distribution of communion; those who are distributing should be briefed in advance when to approach the altar, and where they are distributing. Communicants should be directed by churchwardens or sidespersons, and if a large number of communicants is anticipated, several points for administration should be arranged (it may speed things for people to receive standing). The organist or director of music should be advised that quiet and reflective hymns rather than anthems should be sung during communion. Ablutions should be done by persons nominated beforehand at a side-altar or in the vestry, and not at the end of the service.

7 After the service

- i) Please follow the instructions [here](#) for the administration of collections for the Bishop's Oxford's Outreach Fund.