

## SERVICES OF INSTITUTION/COLLATION OR OF LICENSING

### NOTES FOR CHURCHWARDENS FROM THE ARCHDEACONS OF BEDFORD, HERTFORD AND ST ALBANS

The service used at the Licensing and Institution/Collation of a new parish priest was revised in January 2012. On this occasion a priest is given authority by the Bishop to minister word and sacrament in the Parish(es). The service seeks to express the shared nature of Christian ministry which it is hoped will be apparent over the period which lies ahead.

#### **Invitations**

Invitations should be sent out from 'the Churchwardens and PCC(s)' and should specify whether the service is a Licensing/ Collation or Induction. Churchwardens should check with the Archdeacon's office on the title for the new priest, to avoid confusion or a mistake. It is particularly hoped that local clergy and their spouses use this opportunity to welcome and support a new priest (and family, where there is one). Obviously, available seating will determine the number invited. Where possible the following should be included: Deanery clergy and spouses; those ministers (lay and ordained) who have helped to provide cover during the vacancy; clergy and ministers of other denominations; the Mayor or other civic authority as applicable; the MP; the Diocesan Secretary; the Registrar and his wife; also the wife of the officiating Bishop and the Archdeacon where appropriate. The wording of the invitation is left to the Churchwardens to devise. Those robing should be told where to robe on the invitation and the dress (usually choir habit: surplice, hood and scarf, or cotta).

#### **Order of Service**

The Order of Service will be emailed to you. It is assumed that parishes will have the facilities to produce a customised order of service and arrange for sufficient copies to be printed for the occasion. Normally the cover will include the following information:

- the names(s) of the Parish(es) and Diocese
- the date and time of the Institution/Collation/Licensing
- the minister's name
- the post to which (s)he is being put into
- and by which Bishop, together with the name of the Archdeacon or Rural Dean who is installing him/her

The venue of a reception afterwards should also be indicated.

Following the Blessing of the Priest/ Ministry, there are two options in the service, depending on whether the new priest is to licensed and installed as priest-in-charge or Inducted and Installed as Rector or Vicar. Please select the relevant option and delete the other. Please also amend the Bishop's preamble as appropriate in the section 'The Declaration of Assent and the Oaths'.

The rubrics in italics in the service order provide instructions for the liturgy and frequently offer an option or alternative, for example, at the very beginning of the service, '*The Rural Dean may welcome the congregation and announce a hymn.*'

In all cases where the rubric offer an option or the possibility of someone undertaking a

duty or action, it is most helpful if an early decision can be made as to precisely who is to act and what is to happen. In the above example, given that the Rural Dean will be present and agrees to take on this duty, the rubric can be edited to read '*The Rural Dean welcome the congregation and announces the first hymn*'.

Do please note in particular that the service order offers the option of the new priest receiving the oil of anointing (rubric at the top of page 10 in the template), and this is good example of something that needs to be ascertained well in advance and either incorporated in to or omitted from the service depending on the preference of the new priest and also the tradition of the parish.

The Bishop will be pleased to fit in with the local practices and traditions of the church where the licensing is taking place as long as the rubrics are modified to make clear at every point what is expected of him and others.

Please send a draft of the order of service to the relevant Archdeacon for his approval before you arrange for copies to be printed. (It is also helpful for the Rural Dean to receive a draft, for his/ her information.) Please also send copies of the order of service, well in advance of the service, to the Bishop, the Registrar (who does not usually attend licensings) the Archdeacon and the Rural Dean.

## **Choice of hymns**

The form of service allows for four hymns, plus *Veni Creator*.

Veni Creator (Come Holy Ghost) is a normal part of the service.

It is customary to invite the new priest to choose the other hymns. Please indicate to the new priest that hymns 1 and 3 should be longer to allow for the in-going procession and the collection, respectively. Hymns 2 and 4 should be rather more brief. 'In quires and places where they sing' hymn 2 may be replaced by a choir anthem. If you have any queries about the hymn choice, please refer them to your Archdeacon.

## **Participation in the service**

You will see that the format of the service allows for a number of individuals to do and say things in addition to Churchwardens, who already have a significant involvement. This allows others to take part and in a multi-parish benefice, the various parishes can be seen to be involved. In particular it is suggested that you have several representative members of the local Church and wider community (no more than six) to say a sentence of welcome (e.g. Churchwarden, Rural Dean or Lay Chair, and ecumenical representative, local school Headteacher, MP, Mayor ). Speeches are to be discouraged, and the welcome should not become tedious or repetitious for everyone else. It is important that both the new incumbent (and spouse family) and those invited to welcome, turn to face the congregation (usually the liturgical west) and speak across to each other, using a microphone, if provided) so that they are both audible and visible to the congregation.

## **Robing**

Invitations to clergy and ministers should include an invitation to robe and should state where robing will take place. Where possible, the Bishop, his Chaplain, the Registrar, the Archdeacon, the new priest and the Rural Dean would normally be accommodated in the clergy vestry; otherwise, as is most convenient. Others robing are usually asked to do so in an adjacent hall or school, or sometimes in the parsonage house, or another nearby house.

Orders of Service and Hymn Sheets should be available at places of robing for those in procession.

## **Rehearsal**

The Rural Dean will arrange a rehearsal a few days before the service itself. Care should be taken to ensure that all who have roles to play are fully conversant with what they are to do/say. No detail is too trivial. A smooth-running and well-rehearsed service is an important part of our offering to God, and assists all taking part to glorify Him.

## **Car Parking**

Please ensure that spaces are reserved for the Bishop, Registrar (when applicable), Archdeacon and Diocesan Secretary. (Where possible, some or all of them may travel together). It is also important for them to be directed to the space(s).

## **Seating**

Careful planning pays dividends, especially where space is at a premium. The new priest's personal guests and supporters from previous parish(es) should be allocated particular rows in the church, as should representatives from the community, the deanery and local clergy and their spouses. Seats should be reserved for civic dignitaries, and the Diocesan Secretary, provided that acceptances have been received. Seats should also be reserved for the spouses of the main participants, as necessary. Those participating in the Welcome should be given seats at the front of the church, preferably at the end of a row.

A suitable chair should be provided for the Bishop (1) at the chancel step, and (2) to one side of the sanctuary; there should also be a seat for his Chaplain. Labelled seats should be assigned to main participants. At the start of the service, the new priest (and the Patron, where there is one, and the Archdeacon) will remain at the back of the church. After the Presentation the new priest and patron normally sit in the front pew (or on chairs in front of it). The Registrar should be seated close to the table where the Declaration is to be signed. The Archdeacon should be seated in a chair or stall to the Bishop's right (often opposite the incumbent's stall). Churchwardens are normally seated in the front row, across the aisle from the new priest (and the Patron).

### **Procession**

The processional cross (where there is one)

Candle bearers/acolytes (if there are any)

The Choir

Lay ministers (Readers, etc)

Visiting clergy (of all denominations)

The parish's own ministry team (where there is one)

The Rural Dean and Lay Chair together (or a deputy for either) - they usually walk together unless the Rural Dean is presenting, as he does when the Bishop is Patron

The Archdeacon (unless he is presenting)

The Diocesan Registrar (not normally at a licensing)

The Churchwardens

The Bishop

The Bishop's Chaplain (the Bishop of St Albans may bring his own - otherwise the Rural Dean appoints)

The churchwardens return to the back of the church and take their positions, ready to lead the new priest (and Archdeacon and Patron) forwards at the presentation. The Parish Priest designate with the Patron (or his/her representative) where there is one, and the Archdeacon, remain at the back of the church until escorted to the Bishop at the time of the Presentation.

The Rural Dean normally acts as marshal of the procession and says the vestry prayer before the service, or deposes someone else to do these things. The new parish priest should expect to be asked by the Bishop to say the vestry prayer at the end.

### **Signing the Declaration and Oaths**

A small table on which are placed pen, registrar's ink, blotter and a New Testament (or Bible) should be sited conveniently close to the Bishop's chair, so that the priest may kneel before the Bishop at the appropriate time.

### **Church Key**

At an Induction, if the key of the main door of the church is to be presented, it should be ready to be carried forward by a member of the congregation at the appropriate moment, unless the Archdeacon is to take the priest to the church door. Where there are other churches in the benefice, their key(s) may be symbolically presented to the priest.

N.B. At a licensing without collation or induction, a door locking or bell ceremony is not customary.

### **The Collection**

This is taken during the third hymn, which should be long enough to allow for it. It is hoped that it will be made known that the bulk of it will be sent to the Diocesan Office for the support of married ordinands in training within the Diocese of St Albans.

Even if it is not your normal practice, we ask that a collection is taken by passing the plate or bag throughout the congregation (normally omitting the choir and clergy). A cheque, made payable to St Albans Diocesan Board of Finance should be sent to Mr Tony Boon at Diocesan Office, Holywell Lodge, 41 Holywell Hill, St Albans AL1 1HE.

### **Services Register**

Please arrange for a full page to be written up beforehand in the register(s) of the benefice church(es), as follows:

“The Institution (or Collation or Licensing) of the Reverend ..... was performed by the (Lord) Bishop of ..... on (date) at (time).”

Witness my hand .....

(and)

“The Induction/Installation (at a Licensing) was conducted by the Archdeacon/Rural Dean of .....

Witness my hand .....”

Space should be left for other clergy present to sign the Register after it has been signed by the Bishop and other participants.

Paul V Hughes, Archdeacon of Bedford  
Jonathan Smith, Archdeacon of St. Albans  
Janet Mackenzie, Archdeacon of Hertford

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