

Duties of the Bishop's Chaplain

In preparation for a Confirmation, the incumbent should appoint a reliable person (who need not necessarily be ordained) to act as Bishop's Chaplain and to ensure that a parking place has been reserved for him.

This chaplain should know **in advance** what is expected of this role. When the chaplain's duties are well carried out, the Bishop greatly appreciates this; it means that he is released from a lot of matters of detail (which vary according to the geography of the church) to concentrate on the service itself and on meeting with candidates and their supporters.

The following notes are based on the *Common Worship* service; most of them apply equally to the service of the *Book of Common Prayer*. The Chaplain needs to be told in advance of any special arrangements which have been agreed by the Bishop and incumbent, particularly regarding the actual process of confirmation (eg, whether candidates are being confirmed in pairs, or in one long row, or whatever), arrangements about sponsors, and other details of administration.

1. The chaplain should be available (in consultation with incumbent and churchwardens) to receive the Bishop when he arrives, and ensure that he has a space for his car.
2. Before the service, check that there is, if possible, **space on a desk or small table for books, etc**, on the Bishop's right, near his chair. A glass of water should be provided.
3. Normally the Bishop will have an enlarged order of service in a special file which he will be using for the service.
4. In the introit procession, follow the Bishop; be ready to accept any books, etc, which he may give you to carry in.
5. When the Bishop reaches his chair, be ready to receive his staff/crosier from him: put it in a place close by where it will not fall over but where it will be easily accessible.
6. Be at the Bishop's left hand during the service as he may ask for the order of service to be held for him so that he can have both hands free.
7. If there is a convenient seat nearby, the chaplain can sit for the OT and/or Epistle readings - otherwise it is probably simpler to remain standing but, of course, to sit for the sermon.
8. The chaplain should be ready with the Bishop's staff and the order of service at the beginning of the 'Renewal of Baptismal Vows'. The Bishop may ask the chaplain to hold the order of service for him.
9. The chaplain brings the staff to the Bishop for the blessing, and follows the Bishop in the final procession.
10. The chaplain should ensure that the Bishop's books and other papers are returned to the Bishop's case.
11. If there is to be a Baptism, the chaplain will need to be available for detailed planning before the service.